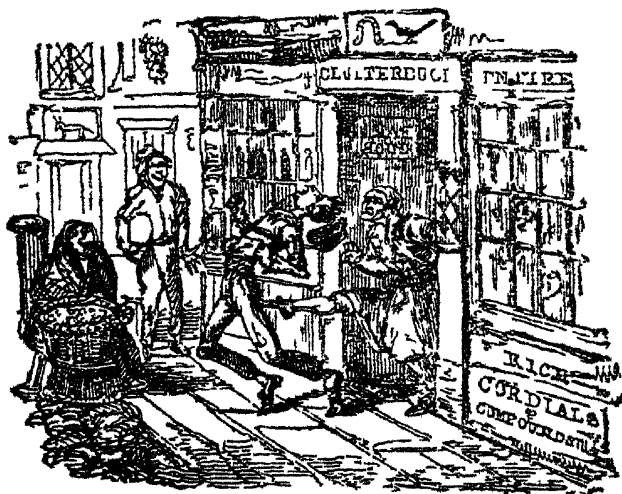




GALLERY OF COMICALITIES.—No. LXVI

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“BARRING A BAD CUSTOMER,  
OR,  
A SCORE BEHIND !”



BONIFACE . “ *Mizzle, you warmint, you an’t paid your o  
No more chalk here !—so take that !* ”

CHERRY RIPE “ *My eye, what a toucher !* ”

GEORGE CRUIKSHANK’S “ *Mornings at Box* ”





GALLERY OF COMICALITIES.—No. LXVII.

---

“TAKING THE LAW IN HER OWN HANDS ;

OR,

“SERVING AN EJECTMENT ON A TROUBLESOME TENANT.”



*“Come along, you old willain ; I’ll teach you to be going arter the wenches ; I’ll shew you who wears the breeches you—!”*

GEORGE CRUIKSHANK’S *“More Mornings at Bow Street.”*



“THE THIMBLE RIG,

OR,

HOW TO BONNET A FLAT!”



“Now, then, my jolly Sportsman! I’ve got more money than the Parson of the parish! Those as don’t play can’t win and those as are here arn’t there! I’d hould any of you, from a tanner to a soverin, or ten, as you don’t tell which thimble the pea is under.” “It’s there, Sir”—“I barr tellings”—“I’ll go it again.”—“Vat you don’t see don’t look at, and what you do see don’t tell. I’ll hould you a soverin, Sir, that you don’t tell me vitch thimble the pea is under.”—“Lay him, Sir (in a whisper); it’s under the muddle’un I’ll go you halves.”—“Lay him another, that’s right.”—“I’m blow’d but we’ve lost: who’d a thought it!”—Smack goes the flat’s hat over his eyes; exit the confederates with a loud laugh.

GEORGE CRUIKSHANK’S ‘*More Mornings at Bow Street.*’



## GALLERY OF COMICALITIES.—No. LXIX.

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### “FLYING DUSTMEN.”

“The Dustman’s cart offends thy clothes and eyes,  
When through the street a cloud of ashes flies.”—GAY.



“The Spectre, learning, physic must,  
All follow these, and come to dust.”

---

*Go it, BOB!—pull away?—here’s the TRAPS,—cut away, my  
kiddy, good luck to you!—Kim aup, Neddy!—kim aup!—blow  
you, kim aup!—That’s the ticket!*

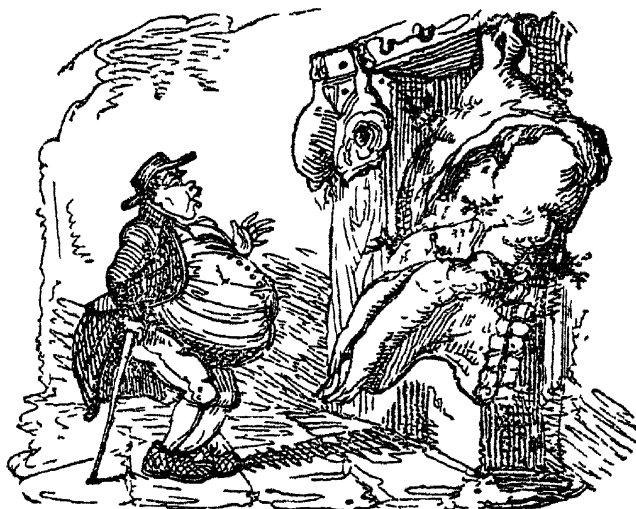
GEORGE CRUIKSHANK’S “*More Mornings at Bow Street.*”



GALLERY OF COMICALITIES.—No. LXX.

---

“THE APPROACH OF CHRISTMAS.”



“VENERATION—PRIZE BEEF.”

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*“Well to be sure, that is a picture! I must have a sirloin for Christmas-day. It warms the cockles of one’s heart to think of it!”*

GEORGE CRUIKSHANK’S “*Illustrations of Phrenology*”





GALLERY OF COMICALITIES.—No. LXXI.

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“COLOUR !—FORM !—FIGURE !”



GEORGE CRUIKSHANK'S "*Illustrations of Phrenology.*"



GALLERY OF COMICALITIES.—No. LXXII.

---

“COMB ATIVENESS.”



“BILLINGSGATE.”

---

*“You be smothered, you old Brimstome!—barring I’m a thief,  
and fond of the men, what can you say to my prejudice?”*

*“Get out you wagabond! get out, you circumwenting old fish-fag!”*

GEORGE CRUIKSHANK’S “*Illustrations of Phrenology.*”



GALLERY OF COMICALITIES.—No. LXXIII.

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SYMPTOMS OF DRAWING:—



“A TRUCK—A TOOTH—A BOTTLE OF BLACK STRAP—AND

A POT OF HEAVY.”



GALLERY OF COMICALITIES.—No. LXXIV.

THE LOBSTERS' CLAUSE;

OR,

THE NEW POLICE BILL.



Now, then, Sir, I'll trouble you to move on !

I sing, I sing, of the new bill, sir,  
That to the people seems a pill, sir,  
And shortly I'll relate its clauses,  
That you may know what the police law is.  
First and foremost, in a straight line running,  
For fifteen miles it will stop your funning,  
From Charing Cross, which ever way you turn, sir,  
If you infringe your fingers you'll burn, sir.  
Oh, dear, oh, dear ! they're better off in Greece, sir,  
Free from this Metropolitan New Police, sir.

All the people who used to show, sir,  
Traps on the pavement, will find it no go, sir,  
And now within their shop or dwelling,  
Their odd cum shorts they must be selling,  
If maids after eight their mats should beat, sir,  
At the treadmill they'll have a treat,  
And, if little boys roll hoops, or fly kites, sir,  
They'll be lock'd up seven days and nights, sir.

Oh, dear, &c.





# TWELFTH DAY IN LONDON;

OR,

PAYING FOR A PEEP.



R.C.

“TWELFTH DAY.”

Such are the scenes, that, at the front and the side  
Of the Twelfth-Cake-Shops, scatter wild dismay ;  
As up the slipp'ry curb, or pavement wide,  
We seek the pastrycooks, to keep Twelfth day ;  
While ladies stand aghast, in speechless trance,  
Look round—dare not go back—and yet dare not advance.

HONE'S *“Every-Day Book.”*



GALLERY OF COMICALITIES.—No. LXXVI.

---

BEFORE AND AFTER MARRIAGE;

OR,

RINGING THE CHANGES.



*" Say but the word, my dear Susan, and you're mine for ever ;  
we shall be as happy as the day is long ! "*

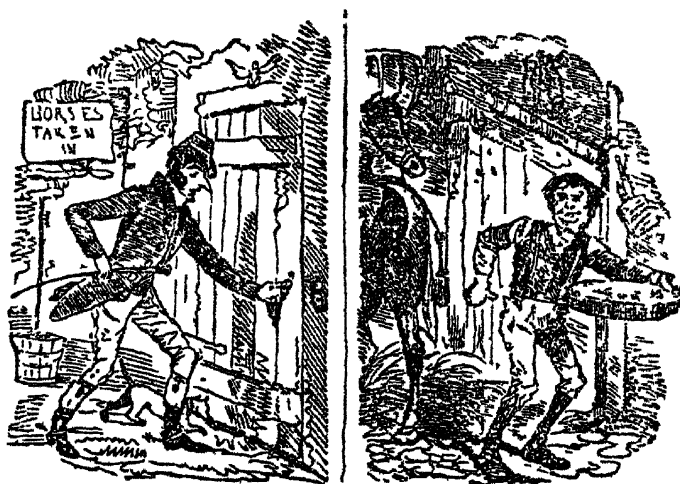
*" Out o' my sight, you villian ! I wish I had never seen your  
ugly mug—you have been the curse of my life ! "*



GALLERY OF COMICALITIES.—No. LXXVII.

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AN OSTLER, ALIAS OATSTEALER,  
OR,  
A HINT TO TRAVELLERS.



TRAVELLER : “ *Having made myself comfortable, I must now  
look to my nag, for these ostlers are sorry dogs.*”

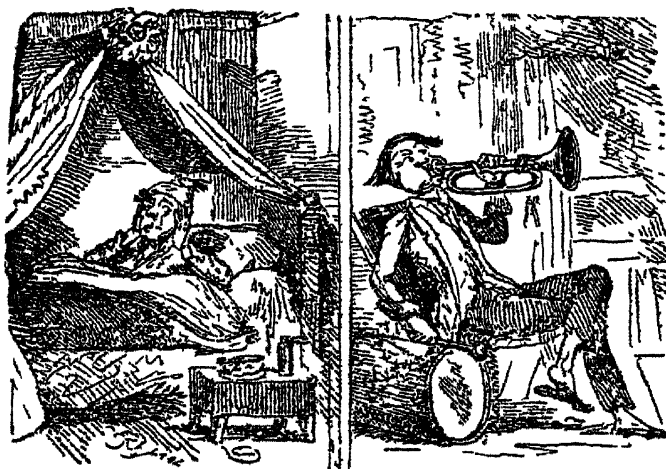
OSTLER : “ *Aye, you may look, old Bald-face ; but as you can’t  
tell no tales, why, its better you should go without your feed than I  
without my pot.*”

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MUSIC HATH CHARMS TO SOOTH  
THE SAVAGE BREAST



*"I love music, and I don't see why I shouldn't enjoy myself—besides its a charity to my sick neighbour; it will soothe him to a gentle slumber!"*

*"Oh, dear! oh, dear—was ever poor devil so tortured!—that infernal noise will be the death of me!"*



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GALLERY OF COMICALITIES.—No. LXXIX.

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BULLS AND NO JOKES,

OR,

GALLANTRY ON THE GALLOP



*"Johnny, you wretch! you're not going to leave me here with these 'orned hanimals? For the love you bear me, come back and help me over!"—"I'm blessed if I do!—'number one' is the first law of nature, so here goes! Come along Fowler!"*



GALLERY OF COMICALITIES.—No. LXXX.

---

DR. BOLUS, OR THE LAST PILL.

---

—*Throw physic to the dogs —I'll none of it.*



*"'Twill DO for you, my good friend—it is an infallible  
remedy for all diseases!"*



GALLERY OF COMICALITIES.—NO. LXXXI.

---

LONDON IN THE DOG DAYS.



*"Hulloa! take care of that ere dog, I'm blow'd if he  
arn't as mad as a March hare! He's bolted with his  
mistress's kittle, and I'm splashed if he arn't got the HYDRA-  
PHOBIA, or he wouldn't go past the pump in such a hurry."*

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GALLERY OF COMICALITIES—No. LXXXII.

---

PATIENCE IS A VIRTUE!



*"Why, I say, Popjoy, ha'nt you had a bite all day?"*

*"No."*





GALLERY OF COMICALITIES.— No. LXXXIII

SEASONABLE AMUSEMENTS;

OR,

“SPORTING A TOE” ON THE ICE.



Sport that wrinkled care derides,  
And laughter holding both his sides.  
Come and trip it as you go,  
On the light fantastic toe.

MILTON'S "*L' Allegro*."

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PITY THE FROZE OUT GARDENERS.



“PITY’S AKIN TO LOVE.”

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*“Pity the froze out gardeners!”——“I will my poor fellows. I’ll provide you with a WARM reception when y.u come to me”*



THE COBBLER AND HIS DOXY.



A COBBLER I am, and my name is Dick Awl,  
I'm a bit of a beast, for I live in a *stall*!  
With an ugly old wife, and a tortoise-shell cat,  
I *mends* boots and shoes, with a rat a tat tat.

This morning, at breakfast, on bacon and spinage,  
Says I, to my wife, "I'm going to Greenwich,"  
Says she, "Dickey Awl, aye and I will go too;"  
Says I, "Mrs. Awl, I'll be d——d if you do."



GALLERY OF COMICALITIES.—No. LXXXVI.

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A GREENWICH MUTINEER.



*[Taken from life during the Mutiny at Greenwich Hospital on the Birthday of his present Majesty.]*

*"Shiver my timbers!—here's a go!—no grog on the King's Birthday!—I'm blest if I don't strike!"*





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ENGLISH BEER.



“HEAVY WEI.”

King William and Reform, I say,  
In such a case who can be neuter?  
Just let me blow the froth away,  
And see how I will drain the pewter.

Another tankard, landlord, fill,  
And let us drink to that ere chap, Broom;  
And then we'll chaunt God save King Bill,  
And send the echoes thro' the tap-room.



GALLERY OF COMICALITIES.—No. LXXXVIII.

---

FRENCH BRANDY



Ah ha, Mi Englishman ! voyez ici,  
De grandest specific to banish ennui,  
Begar is a bumper of French eau de vie  
So here's the Rost Bif of Old England,  
Wash'd down by the pure Cogniac



GALLERY OF COMICALITIES.—No. LXXXIX.

---

IRISH WHISKEY.



Och ! Judy dear, a fig for beer,  
The pleasure sure is greater,  
When you are dry, to bung your eye  
With quaterns of the “cratur !”



GALLERY OF COMICALITIES.—No. XC.

---

JAMAICA RUM.



Tho' Whiskey may be priz'd by some,  
And others sing the praise of Jackey,  
There's nothing like Jamaica Rum,  
To warm your dingy frame, Old Blackee.





GALLERY OF COMICALITIES.—No. XCI.

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WHAT A SHOCKING BAD HAT



What object meets my wondering gaze,  
That knew, I doubt not, better days?  
How chang'd in form, alas ! from that—  
Oh, "What a shocking bad Hat!"



WHAT A SHOCKING BAD BONNET



She is quizz'd by the girls—she is smok'd by the boys—  
And her ears are saluted by squalling and noise,  
While some lad with a tray, and a sheep's head upon it,  
Shouts out, " There she goes with a shocking bad bonnet !"





— “Here ye are my ready money customers, you have ’em here at THREE YARDS A PENNY. First of all :—

Here’s “Jolly nose,” “Begone dull care,”  
 “Black Bess,” “What are you at” now ?  
 “My mother bids me bind my hair,”  
 “How droll !” “All round my hat” now !  
 ‘Cease, ye pretty warbling choir,”  
 “True as is the needle,”  
 “And ye shall walk in silk attire,”  
 With “The Parish Beadle !”

“A dainty life the fairy leads,”  
 “When stars their watch are keeping,”  
 “In peace love tunes the shepherd’s reed,”  
 “Dear maid, while thou art sleeping !”  
 “When night-stars dance their fairy rays,”  
 And here my batch I cry out,—  
 “Hark ! the lark at Heaven’s gate sings,”  
 “There you go with your eye out !”

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems. It also mentions the need for regular audits and reviews to ensure the integrity of the information.

2. The second section focuses on the role of communication in the organization. It highlights the importance of clear and concise communication channels, both internally and externally. The text discusses the benefits of regular meetings, reports, and newsletters in keeping everyone informed and engaged. It also touches upon the importance of listening to feedback and addressing concerns promptly.

3. The third part of the document addresses the issue of resource management. It discusses how to effectively allocate and utilize the organization's resources, including human capital, financial assets, and physical infrastructure. The text provides guidelines for prioritizing tasks and projects, ensuring that resources are used efficiently and effectively to achieve the organization's goals.

4. The fourth section deals with the importance of continuous learning and development. It emphasizes that in a rapidly changing environment, it is crucial for individuals and the organization as a whole to stay updated with the latest trends and technologies. The text suggests various ways to foster a culture of learning, such as providing training opportunities, encouraging knowledge sharing, and supporting professional growth.

5. The final part of the document concludes with a summary of the key points discussed. It reiterates the importance of maintaining accurate records, effective communication, efficient resource management, and a commitment to continuous learning. The text ends with a call to action, encouraging all members of the organization to work together to achieve the common goals and vision.

GALLERY OF COMICALITIES.—No. XCIV.

HOGARTH'S PIEMAN.



We frequently meet with the pieman in old prints; and in Hogarth's "March to Finchley," there he stands in the very centre of the crowd, grinning with delight at the adroitness of one robbery, while he is himself the victim of another. We learn from this admirable figure by the greatest painter of English life, that the pieman of the last century perambulated the streets in professional costume; and we gather further, from the burly dimensions of his wares that he kept his trade alive by the laudable practice of giving "a good pennyworth for a penny." Justice compels us to observe that his successors of a later generation have not been very conscientious observers of this maxim.





GALLERY OF COMICALITIES.—No. XCV.

YOUNG LAMBS TO SELL.



Young lambs to sell ! young lambs to sell.

If I'd as much money as I could tell,

I'd not come here with young lambs to sell !

Dolly and Molly, Richard and Nell,

Buy my young lambs, and I'll use you well !

The engraving represents an old "London Crier," one William Liston, from a drawing for which he purposely *stood* in 1826.

This "public character" was born in the City of Glasgow. He became a soldier in the waggon-train commanded by Colonel Hamilton, and served under the Duke of York in Holland, where, on the 6th of October, 1799, he lost his right arm and left leg, and his place in the army. His misfortunes thrust distinction upon him. From having been a private in the ranks, where he would have remained undistinguished, he became one of the popular street-characters of his day.



# BUY A BROOM!—BUY A BROOM!



Buy a Broom? was formerly a very popular London-cry, when it was usually rendered thus:—“*Puy a Proom, puy a prooms? a leetle one for ze papy, and a pig vons for ze lady: Puy a Proom?*” Fifty years ago Madame Vestris charmed the town by her singing—

From Teutchland I came with my light wares all laden,  
To dear happy England in summer's gay bloom,  
Then listen, fair lady, and young pretty maiden,  
O buy of the wand'ring Bavarian a broom.

Buy a broom, buy a broom, (*Spoken*) buy a broom,  
O buy of the wand'ring Bavarian a broom.

To brush away insects that sometimes annoy you,  
You'll find them quite handy by night or by day,  
And what better exercise pray can employ you,  
Than to sweep all vexatious intruders away.—Buy a broom, &c.

Ere winter comes on for sweet home departing,  
My toils for your favour again I'll resume;  
And while gratitude's tears in my eye-lids are starting,  
Bless the time that in England I cried buy a broom.

(*Spoken*)—Yes I shall go back to my own country, and tell them there that I sold all my wares in England, singing—

Buy a broom, &c.

But time and fashion has *swept* both the brooms and the girls from our shores.—Madame Vestris lies head-to-head with Charles Mathews in Kensal Green Cemetery. *Tempus omnia revelat.*





“Here you have the last speech and dying words, life, character, and behaviour of the unfortunate malefactor that vos executed this morning opposite the Debtor’s door, in the Hold Bailey’ together with a full confession of the offence wherewith he was found guilty—before a upright Judge and a impartial Jury’ Here you have likewise a copy of the most infectionate letter, written by the criminal in the condemned cell the night *after*—I mean the night *before* his execution, to his innocent wife and unoffending babbies—with a copy of verses consarning the same—all for the small charge of von halfpenny.

“Here’s tidings sad for owld and young,  
Of von who liv’d for years by macing ,  
And vos this werry morning hung,  
The Debtor’s Door at Newgate facing

“Here’s his confession upon hoath,  
The words he spoke ven he vos dying,  
His birth and eddycation both—  
The whole pertic’lers—vell worth the buying

“Here’s an account of robberies sad,  
In vich he alus vos a hactor ,  
You must to read the life be glad—  
Of such a famous malefactor ! ”



GALLERY OF COMICALITIES. —No. XCVIII.  
THE HEARTH-STONE MERCHANT.



"Hearth stones ! Do you want any hearth stones? Now, my maids, here's your right sort— reg'lar good'un-, and no mistake— vorth two o'your shop harticles, and at half the price Now my pretty von, lay out a *tanner*, and charge your missus a *bob*—and no cheating neither ' the cook has always a right to make her market penny and to assist a poor cove like me in the bargain

" They're good uns, you will find—

Choose any, Marm, as you prefer ,  
You looks so handsome and so kind,  
I'm sure you'll be a customer

" Three halfpence, Marm, for this here pair—

I only vish as you would try 'em ,  
I'm sure you'll say the price is fair—  
Come, Marm, a penny if you'll buy 'em

" There, Betty ! I have often said

It isn't dress that makes gentility ,  
For do observe this hearth stone blade,  
How well he understands civility."





THE LONDON BARROW-WOMAN.



Round and sound,  
Two-pence a pound.

Cherries, rare ripe cherries !

Cherries a ha'penny a stick  
Come and pick ! come and pick !

Cherries big as plums ! who comes, who comes ?

The late George Cruikshank, whose pencil was ever distinguished by power of decision in every character he sketched, and whose close observation of passing men and manners was unrivalled by any artist of his day, contributed the "London Barrow-woman" to the pages of Hone's *Every-Day Book* in 1826 from his own recollection of her.



GALLERY OF COMICALITIES.—No. C.  
 THE LADY AS CRIES CATS' MEAT.



Old Maids your custom I invites,  
 Fork out, and don't be shabby,  
 And don't begrudge a bit of lights  
 Or liver for your Tabby.

Hark ! how the Pussies make a rout—  
 To buy you can't refuse ,  
 So may you never be without  
 The *music* of their *mews*

Here's famous meat—all lean, no fat—  
 No better in Great Britain ,  
 Come, buy a penn'orth for your Cat—  
 A happ'orth for your Kitten

Come all my barrow for a bob !  
 Some charity diskiver ,  
 For faith, it ar'nt an easy job  
 To *live* by selling *liver*

Who'll buy ? who'll buy of Cats-meat N in !  
 I've bawl'd till I am sick ,  
 But ready money is my plan ,  
 I never gives no tick

I've got no customers as yet—  
 In wain is my appeal—  
 And not to buy a single bit  
 Is werry ungentee !



GALLERY OF COMICALITIES.—No. CI.

THE DOGS'-MEAT MAN

*Fun for Fun*



In Gray s Inn Lane, not long ago,  
An old maid lived a life of woe,  
She was fifty three, and her face like tan,  
And she fell in love with a dogs'-meat man.  
Much she loved this dogs' meat man,  
He was a good looking dogs' meat man,  
Her roses and lilies were turn'd to tan,  
When she fell in love w' the dogs' meat man

Every morning when he went by,  
Whether the weather was wet or dry,  
And right opposite her door he'd stand,  
And cry "dogs' meat," did this dogs' meat man  
Then her cat would run out to the dogs' meat man,  
And rub against the barrow of the dogs'-meat man,  
As right opposite to her door he'd stand,  
And cry "Dogs' Meat," did this dogs'-meat man

One morn she kept him at the door,  
Talking half an hour or more,  
For, you must know, that was her plan,  
To have a good look at the dogs' meat man  
"Times are hard," says the dogs' meat man,  
"Folks get in my debt," says the dogs' meat man,  
Then he took up his barrow, and away he ran,  
And cried "Dogs' Meat," did this dogs'-meat man



GALLERY OF COMICALITIES.—No. CII.

GUY FAWKES—GUY.



There cannot be a better representation of “Guy Fawkes,” as he was borne about the metropolis in effigy in the days “When George the Third was King,” than the above sketch by George Cruikshank.

Please to remember the fifth of November,  
Gunpowder treason and plot ;  
We know no reason, why gunpowder treason,  
Should ever be forgot !

Holla boys ! holla boys ! huzza—a—a !  
A stick and a stake, for King George's sake,  
A stick and a stump, for Guy Fawkes' rump !  
Holla boys ! holla boys ! huzza—a—a !





GALLERY OF COMICALITIES.—No. CIII.

THE PIEMAN;

OR,

O LORD! WHAT A PLACE IS A CAMP.



- “ O Lord ! what a place is a camp,  
What wonderful doings are there ;  
The people are all on the tramp,  
To me it looks devilish queer :  
Here's ladies a swigging of gin,  
A crop of macaronies likewise :  
And I, with my ' Who'll up and win ?  
Come, here is your hot mutton pies.' ”
- “ Here's galloping this way and that,  
With, ' Madam, stand out of the way ;'  
Here's, ' O fie ! sir, what would you be at ?—  
Come, none of your impudence pray :'  
Here's ' Halt—to the right-about-face,'  
Here's laughing, and screaming, and cries :  
Here's milliners'-men out of place,  
And I with my hot mutton pies. ”
- “ Here's the heath all round like a fair,  
Here's butlers, and sutlers, and cooks ;  
Here's popping away in the air,  
And captains with terrible looks :  
Here's ' How do you do ?'—' Pretty well ;  
The dust has got into my eyes,'  
There's—' fellow what have you to sell ?'  
' Why, only some hot mutton pies ?' ”

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GALLERY OF COMICALITIES.—No. CIV.

ALL ROUND MY HAT I VEARS A  
GREEN VILLOW.



All round my hat I vears a green villow,  
All round my hat, for a twelvemonth and a day ;  
If any body axes me the reason vy I vears it,  
I tells 'em that my own true love is far far away.  
'Twas a going of my rounds, in the streets I first did meet her,  
Oh, I thought she vos a hangel just come down from the sky ,  
(*Spoken*)—She's a nice wegitable countenance ; turnup nose,  
redish cheeks, and carroty hair.

And I never knew a voice more louder or more sweeter,  
When she cried, buy my prinroses, my prinroses come buy.

(*Spoken*)—Here's your fine cauliflowers.

All round, &c.

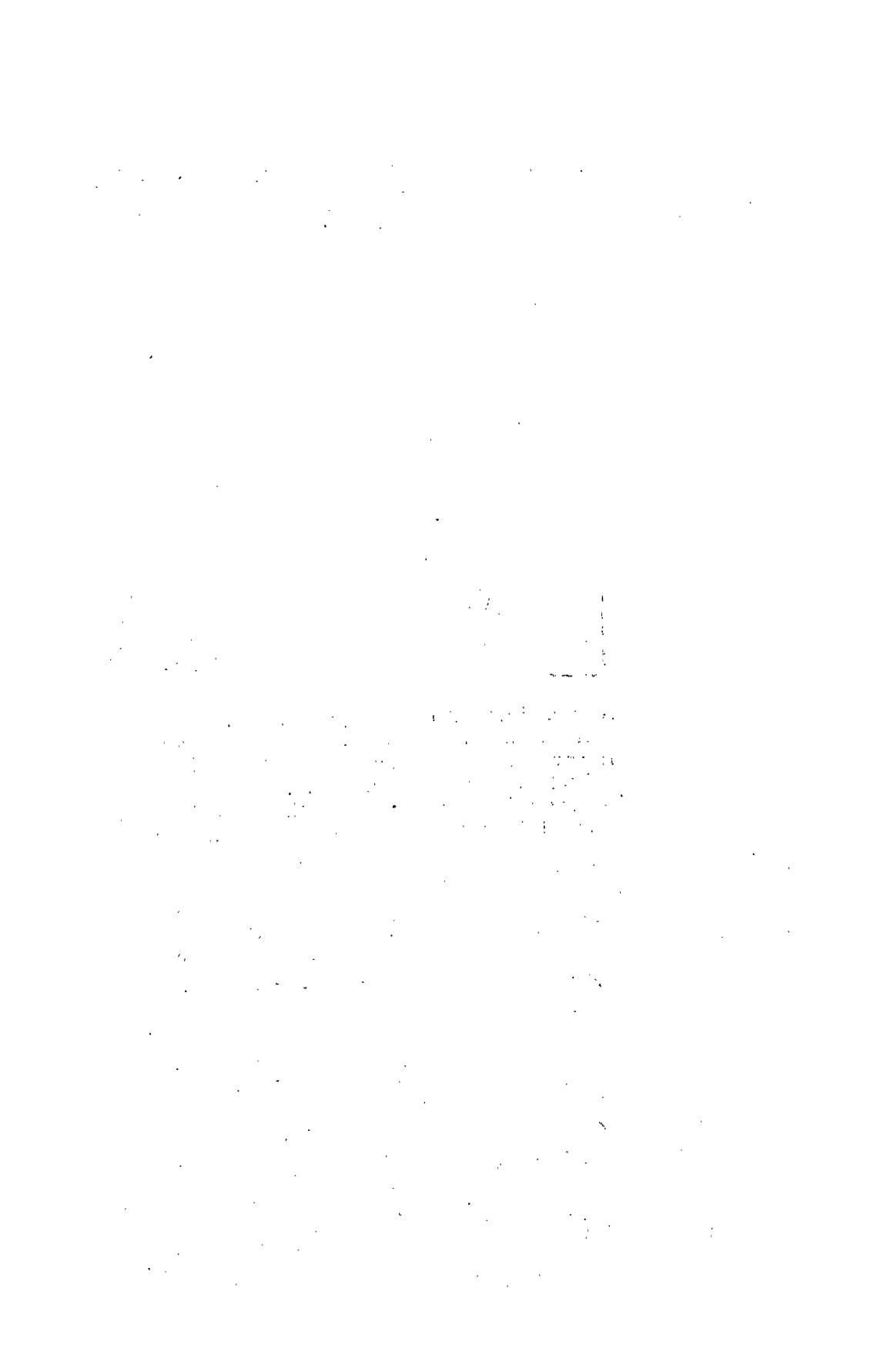
O, my love she was fair, my love she was kind, too,  
And cruel vos the cruel judge vot had my love to try :

(*Spoken*)—Here's your precious turnups.

For thieving vos a thing she never was inclined to :  
But he sent my love across the seas, far far away.

(*Spoken*)—Here's your hard-hearted cabbages.

All round, &c.



# ONG OF THE STEAM COACHMAN THAT DRIVES THE OMNIBUS TO THE MOON.

Steam carriages by land are now the order of the day, sir,  
But why they haven't started yet, 'tis not for me to say, sir;  
Some people hint 'tis *uphill* work—that loose they find a screw, sir,  
Such novelties, as Pat would say, of *old* they never *knew*, sir.

Bow, wow, &c.



Now is the time for a sly trip to *the Moon*, sir,  
There's a new RAIL ROAD just made through *the Sky*,  
Or if you prefer it, we have a *prime* BALLOON, sir,  
In which you can ascend with me *up sky high*.

Travelling the rage is—in the tying of a sandal,  
We take our *tea* in *Tartary*, or *chop* at *Coromandel*,  
Then when *blazing hot* we get with *India's gums and spices*,  
We take a *stroll* towards the *Pole*, and *cool our-selves with ices*.

Now is the time for a sly trip to *the Moon*, sir, &c.



GALLERY OF COMICALITIES.—No. CVI.

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L I F E  
IN THE  
BACK SLUMS OF THE HOLY LAND



R C

There's a difference between a beggar and a queen,  
And the reason I'll tell you why,  
A queen cannot swagger, nor get drunk like a beggar.  
Nor be half so happy as I,—as I.





GALLERY OF COMICALITIES.—No. CVII.

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“DINNER TIME ;

OR,

HOW TO COMFORT ‘THE INWARD MAN’



Appetite comes with eating, says Angeston.—RABELAIS, bk. I., ch. v.

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HUSBAND : *Now then, Old Gal ; cook us about another pound and a half of our home made bacon, and, then I do think I shall 'ave done for this once*

WIFE : *Yes ! Tom, but recollect that Parson said on Sunday last, that poor folks, since the 'provements of cookery eat about twice as much as nature requires.*

HUSBAND : *Well ! then we can't do no better than practice what Parson preaches about, can we ?*



GALLERY OF COMICALITIES.—No. CVIII.

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**ADELPHI THEATRE.**



BILLY WATERS.

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**SIGR. PAULO'S,**  
*Right.*

**BOX**



QUEEN CAROLINE AND THE TEMPTER.



And so they sent a MESSENGER,  
To meet the Queen halfway ;  
And give her FIFTY THOUSAND POUNDS  
If she abroad would stay ;  
And never more be call'd a Queen,  
Or any such a thing,  
But leave them with their dainty dish  
To set before the King.

From a *brochure* entitled the "GREEN BAG: or, a Dainty Dish to set before a King." Published by Hone, and illustrated by Geo. Cruikshank.









---

A DROP OF GIN!



GIN AND WATER.

---

**G**IN ! Gin ! a Drop of Gin !  
What magnified Monsters circle therein !  
Ragged, and stained, with filth and mud,  
Some plague-spotted, and some with blood !  
Shapes of Misery, Shame, and Sin !  
Figures that make us loathe and tremble,  
Creatures scarce human, that more resemble  
Broods of diabolical kin,  
Ghoule and Vampyre, Demon and Jin !



A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN !

AIR — *Home, Sweet Home*

**W**ALK through London town, in Alley, Lane or Street,  
Eight to ten of all the folks you overtake or meet,  
List to what they talk about, you'll find amid the din,  
The end of every conversation is a drop of Gin.

Gin, Gin, sweet, sweet Gin,  
There's no drops like Gin.

Gin, Gin, sweet, sweet Gin,  
There's no drops like Gin.



GALLERY OF COMICALITIES.—No. CXIII.

---

A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN !

**W**HEN the world was young, as we read in classic page,  
The shepherds drank the purling stream, and pass'd the  
golden age ;

For purling streams or golden age folks now don't care a pin,  
So that they can raise the brass to keep this age of Gin.

Gin, Gin, sweet, sweet Gin,  
There's no drops like Gin.

Gin, Gin, Hodge's Gin,  
Gin, Gin, Hodge's Gin.



A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN!

**W**HEN the weather's cold and bleak—in rain and frost and  
snow,

The Gin, the Gin they fly to, to warm them with its glow  
In summer time, to cool their heat, we see them all flock in,  
And joy or sorrow, heat or cold, all seek relief in Gin

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin

Gin, Gin, Seager and Evans's Gin

Gin, Gin, Seager and Evans's Gin.





A DROP OF GIN!



GIN, GIN, SWELL, SWEET GIN !

**S**IR Richard Birnie sad, declares that never in his time,  
Was seen so much depravity, want, misery and crime ;  
And all the brawls—the riotings—the day and nightly din,  
Are caused by what he never tasted ! filthy ! horrid Gin !

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin.

Gin, Gin, Booth's Cordial Gin.

Gin, Gin, Booth's Cordial Gin.



A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN !

**I**N India, when a Husband dies—the Widow ne'er can smile,  
She's burnt alive, a sacrifice, upon her husband's pile ;  
In London many Wives and Widows deem it not a sin,  
To sacrifice and burn themselves alive with fire of Gin.

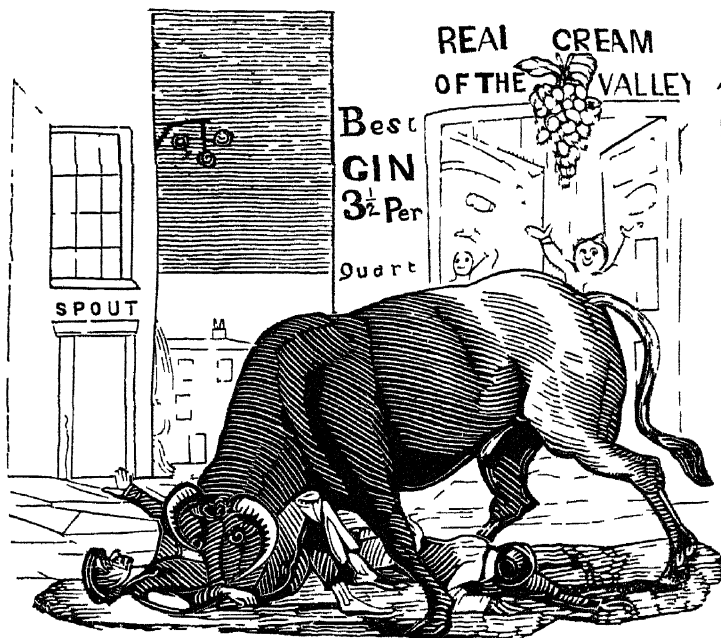
Gin, Gin, sweet, sweet Gin,  
There's no drops like Gin.

Gin, Gin, Sir Robert Burnett's Gin.

Gin, Gin, Sir Robert Burnett's Gin.



A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN !

**D**ECREPIET age with furrow'd face, and one foot in the grave,  
Hobbles on his crutches, and for a drop does crave ,  
Infants, e'er they plainly talk, perk up each little chin  
And cry, oh mammy, daddy, baby d'ont a d'op o' din.

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin

Gin, Gin, Currie's strong Gin.

Gin, Gin, Currie's strong Gin.



A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN !

**I**N former times we'd Goblins, Furies, Witches, Ghosts and  
Spites,

Who ruled the people's minds by day, and play'd sad pranks  
o' nights ;

But now the tales of Ghosts and such the people can't take in  
They won't believe in Spirits, yet put all their faith in Gin.

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin.

Gin, Gin, Gaitskell's Gin.

Gin, Gin, Gaitskell's Gin.





A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN

**I**N the Reign of old Queen Bess good eating did prevail,  
Her Majesty and all the Court would breakfast on strong ale  
But now through every Court, the folk the fashion to be in,  
Would *at* all day, unless 'fore breakfast they could take some Gin

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin

Gin, Gin, renovating Gin

Gin, Gin, renovating Gin

1

2

3

4

5

6

7

8

A DROP OF GIN



GIN GIN SWEET SWEET GIN

**O**LD women used to cheer their hearts and found it did agree,  
By sometimes taking with a friend a cup *too* much of tea

But now they're much more *sprited*—for tea don't cure a pin  
And only use their tea pots for a cup *too much* of Gin

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin

Gin, Gin, tongue relaxing Gin

Gin, Gin, tongue relaxing G n



GALLERY OF COMICALITIES.—No. CXXI.

---

A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN.

**F**IGHTERS take a “*a shove in the mouth*,” though it is their  
bane,

Jack Ketch often has a “*drop*”—Scavengers a “*drain*”;

Pris'ners “*half a yard of tape*” to get in merry pin,

And Actors oft get “*mellow*” with a “*mellow dram*” of Gin.

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin.

Gin, Gin, Tragic, Comic Gin.

Gin, Gin, Tragic, Comic Gin.



A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN!

**T**HOMPSON'S shop on Holborn Hill is crowded like a fair,  
All the taps continually running out are there ;  
Swing swang go the doors, while some pop out and some pop in,  
Foreigners must surely think that John Bull lives on Gin.

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin.

Gin, Gin, Deadley's OLD TOM Gin.

Gin, Gin, Deadley's OLD TOM Gin.





A DROP OF GIN!



GIN, GIN, SWEET, SWEET GIN

**T**HIS World was once deluged by water drowning Son & Sire,  
But when it is destroy'd again we read twill be by fire,  
And this must be the awful time, so prevalent is sin,  
As all the wicked world do burn their insides out with Gin

Gin, Gin, sweet, sweet Gin,

There's no drops like Gin

Gin, Gin, dear seductive Gin

Gin, Gin, dear seductive Gin



IF I HAD A DONKEY WOT WOULDN'T GO.



THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS was instituted in 1824. Through its exertions hundreds of cases of cruelty are annually prosecuted. Acts for the protection of animals were passed in 1822 "Martin's Act," and in 1835 and 1839

—oo—  
 If I had a donkey wot wouldn't go,  
 D'ye think I'd wollop him?—no, no, no.  
 But gentle means I'd try, d'ye see,  
 Because I hate all cruelty ;  
 If all had been like me, in fact,  
 There'd ha' been no occasion for Martin's act,  
 Dumb animals to prevent getting cracked—on the head.  
     For if I had a donkey wot wouldn't go,  
     I never would wollop him—no, no, no ;  
     I'd give him some hay, and cry, Gee () '  
     And come up, Neddy—Heigh Oh !

What makes me mention this? This morn—  
 I seed that cruel chap, Bill Burn,  
 Whilst he was out a crying his greens,  
 His donkey wollop with all his means,  
 He hit him o'er his head and thighs,  
 He brought the tears up in his eyes,  
 At last my blood began to rise—

And I said—If I had a donkey, &c.

Bill turn'd and said to me—"Then, perhaps,  
 You're one of these Mr. Martin's chaps  
 Wot now is seeking for occasion—  
 All for to lie a hinformation."  
 Though this I stoutly did deny,  
 Bill up and gave me a blow in the eye,  
 And I replied as I let fly—

At his head—If I had a donkey, &c.



## GALLERY OF COMICALITIES.—No. CXXV.

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### THE LAST NIGHT OF THE SEASON. IT'S CHARLEY WRIGHT'S NIGHT.

---

Let those come now who never came before,  
Let those who always come, now come once more.



COME TO-NIGHT THERE'LL BE.—

“Midnight shout and revelry  
Topsy dance and jollity.”

---

## M A S Q U E R A D E

(Patronised by the Haut-Ton)

the LAST THIS SEASON.—ARGYLL ROOMS, THURSDAY NEXT, June 23.—For Boxes to view the Masquerade (without mixing in the motley group), Domino, Character, and other Tickets, &c., apply to the Committee, at Mr. Charles Wright's, Opera Colonnade, Haymarket, who will supply the Wines on the occasion.



## GALLERY OF COMICALITIES.--No. CXXVI.

Come, come, good WINE is a good familiar creature if the vessel



GOOD WINE NEEDS NO BUSH.—

T R Y I T!

Fine Port and bright Sherry, well worthy of name,  
Two Shillings per Bottle, Madeira the same,  
Good Cape, Fifteen pence, and the marvel to crown,  
Champagne, Five and Sixpence, the cheapest in Town.

Opera Colonnade.

CHARLES WRIGHT.



4

5

# GALLERY OF COMICALITIES.—NO. CXXVII.

—“ Friends ! I say that one sip of this  
Will bathe the drooping Spirits in delight  
Beyond the bliss of dreams Be wise, and taste.”  
Charley Wright *per* John Milton!



By CHARLES WRIGHT, Opera Colonnade,  
Haymarket,  
LONDON.

- WINE DEPOTS JUST OPENED.
- No. 13, Northumberland-place, Commercial-road.
  - 6, Providence place, Kentish Town.
  - 48, Chichester-place, Gray's-inn-lane.
  - 4, Milner-place, Lambeth, near the Coburg Theatre.
  - 1, Darlington-place, opposite Vauxhall Gardens.
  - 65, Crawford-street, Mary-la-bonne.
  - 4, Sussex-place, Kent-road.
  - 13, St. James-street, Brighton.



A VIEW IN THE ISLE OF ANGLESEA



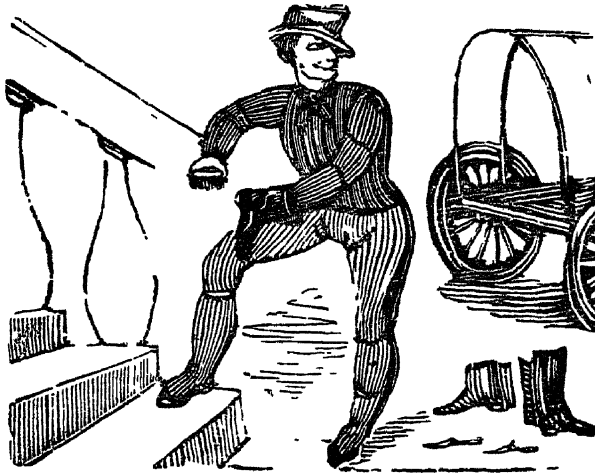
The above sketch was taken from nature in the Isle of Anglesea last Autumn, from a spot not far from the seat of the Noble Marquess, who derives his title from the Island. It presents an excellent profile of the Marquess, and has often excited the attention and surprise of the passing travellers. At a moment when his Lordship is so deservedly popular the publication of this curiosity may not be unacceptable to our readers.



GALLERY OF COMICALITIES.—No. CXXIX.  
SAM WELLER'S ADVENTURES!

A SONG OF THE PICKWICKIANS.

Who caus'd the smiles of rich and poor?  
Who made a hit so slow, but sure?  
And rose the worth of literature?—Sam Weller.



I'm pretty well known about town,  
For to gain a repute is my pride,  
Though no vun can doubt my renown,  
I'm a *covey of polish* beside!  
I renovates *cases* for feet,  
Whether high lows or tops is the same,  
I turns'em off hand werry neat,  
And Samivel Veller's my name!—Fol lol, &c.  
In the Borough my trade I dragged on,  
Vith no vun to envy my sphere;  
I polish'd the *soles* of each don,  
From the cadger bang up to the peer!  
Their *understandings* I greatly improv'd,  
Vot happen'd to fall in the vay;  
And many a gen'leman mov'd  
To me in the course of the day.—Fol lol, &c.  
Vun gen'leman—Pickvick, Esquire,  
The head of the noted P.C.  
Vun day tumbled in to enquire,  
If I'd had the *fortin* to see  
A cove veering Vellington *kicks*,  
And a Miss Rachel Vardle beside,  
Vot the gent had lugged off by the *nicks*,  
And promis'd to make her his bride.—Fol lol &c.



ALL ROUND THE ROOM.



All round the room I waltzed with Ellen Taylor,  
All round the room I waltz'd till break of day,  
And ever since that time I've done nothing but bewail her,  
Alas ! she's gone to Margate, the summer months to stay.  
"I was at a ball at Islington I first chanc'd to meet her,  
She really look'd so nice I couldn't keep my eyes away ;  
In all my life before I ne'er saw so sweet a creature,  
She danc'd with me three hours, then fainted quite away.

*Spoken.*—She was such a divine creature ! I fell in love with her the moment I saw her. I looked languishing at her, and she did the same at me ; then she gave such a sigh—such a heavy one !—you might have heard it !—

All round the room, &c.

My Ellen's rather tall, and my Ellen's rather thin, too,  
Her hair is rather sandy, and at singing she's *au fait*,  
That she should leave me now I think it quite a sin, too,  
I'm sure I shan't be happy all the time she is away.

*Spoken* —She was an *angel* ! such a natural sort of woman ! She wore a bustle—that wasn't very natural, though—it was rather a largish one ; I suppose, upon a moderate calculation, it would have reached—

All round the room, &c.





GALLERY OF COMICALITIES.—No. CXXXI.

JIM CROW.



How are you massa gemmen,  
An de ladies in a row,  
All for to tell you whar I'm from,  
I'se going for to go !  
For I wheel about an turn about, an do just so,  
An ebery time I turn about, I jump Jim Crow.

In 1836, Mr. T. D. Rice, who had previously appeared at the Surrey Theatre, in "Bone Squash Diablo," made his first appearance at the Adelphi, in a farcical Burletta, called "A Flight to America ; or, Twelve Hours in New York. The sketch, written for him by Mr. Leman Rede, introduced Rice as a nigger, Yates as a Frenchman, and Mrs. Stirling as Sally Snow—a coloured belle, Miss Daly, John Reeve, and Buckstone strengthened the cast. "Jump Jim Crow" caught the fancy of the town at once, and the familiar tune was soon to be heard everywhere. Rice stayed through the whole season, playing an engagement of twenty one weeks, then considered something extraordinary. For a long period he performed at the Adelphi and the Pavilion Theatres the same evening, and it was calculated that in so doing he had travelled considerably more than a thousand miles, while being encored five times at each theatre for 126 nights, it was easy to set down the figure of 1,260 as representing the number of times he had sung "Jim Crow," during that period. Rice cleared by this engagement eleven hundred pounds. A street-ballad of the day informed the public that it could have :—

The Jim Crow rum, the Jim Crow gin,  
The Jim Crow needle, and the Jim Crow pin ;  
The Jim Crow coat, the Jim Crow cigar ;  
The Jim Crow dad, and the Jim Crow ma' ;  
The Jim Crow pipe, the Jim Crow hat.  
The Jim Crow this, and the Jim Crow that.





JIM CROW.

As sung by Mr. T. D. Rice, with tumultuous applause.

I came from ole Kentucky—A long time ago,  
Where I first learn to wheel about—An jump Jim Crow.  
Wheel about, &c.

I use to take de fiddle—Ebery morn and arternoon,  
And charm de old buzzard—And dance to de racoon.  
Wheel about, &c.

In hoeing ob de sugar—Or picking cotton, all de same,  
I beat de oder niggers—And gib dem twenty in de game.  
Wheel about, &c.

At last I went to seek my fortune—Got up by break of day,  
Left my ole shoes behind me—And den I run away.  
Wheel about, &c.

I come to a riber—Which I couldn't get across,  
So I gib a couple ob shillings—For an old blind horse.  
Wheel about, &c.

When I got upon the oder side—I drove him up a hill,  
Oh, but de oder side—Look rather daffakil.  
Wheel about, &c.

Den I jump on board de big ship—And cum across de sea,  
And landed on Old England—Where de nigger am free.  
Wheel about, &c.

There were a hundred-and-one versions of "Jim Crow," fresh stanzas being added from day to day on the passing events, for the most part written by Leman Rede, and Buckstone, the *honorarium* offered by Rice being one shilling per line. We select the above from the first version as sung at the Surrey Theatre.



GALLERY OF COMICALITIES.—No. CXXXIII.

JIM ALONG JOSEY.



Oh, I'se from Lusiana, as you must all know,  
Dar's where Jim along Josey's all de go—  
Dem nigger all rise when de bell does ring,  
And dis am de song dat dey do sing.

Hey get along, get along Josey,  
Hey get along, Jim along Joe—  
Hey get along, get along Joe.  
Hey get along, Jim along Joe.

Once old Jim Crow was dare all de go,  
'Till he found him rival in Jim along Joe ;  
Now poor old Jim, dey hab put him to bed,  
And Jim along Josey hab come in him stead.

Hey get along, &c.

Oh, when I get dat new coat I expects to hab soon,  
Likewise de new pair tight knee'd Trousaloon ;  
I'll walk up and down Bond Street wid my Susanna,  
And in my mout I smoke de real Habannah.

Hey get along, &c.

My sissa Rosa de oder night did dream,  
Dat she was a floating up and down de stream,  
And when she woke she did begin to cry,  
“O ! de white cat pick'd out de black cat's eye,”

Hey get along, &c.



GALLERY OF COMICALITIES.—No. CXXXIV.

DANDY JIM, FROM CAROLINE.



I've often heard it said ob late,  
Dat Souf Carolina was de state,  
Whar a handsome nigga's bound to shine,  
Like Dandy Jim, from Caroline.

For my ole massa tole me so,  
I was de best looking nigga in de country, O,  
I look in de glass an found 'twas so,  
Just what massa tole me, O.

I drest myself from top to toe,  
And down to Dinah I did go,  
Wid pantaloons strapped down behine,  
Like Dandy Jim, from Caroline.

For my ole massa, &c.

De bull dog cleared me out ob de yard,  
I tought I'd better leabe my card,  
I tied it fast to a piece ob twine,  
Signed "Dandy Jim, from Caroline."

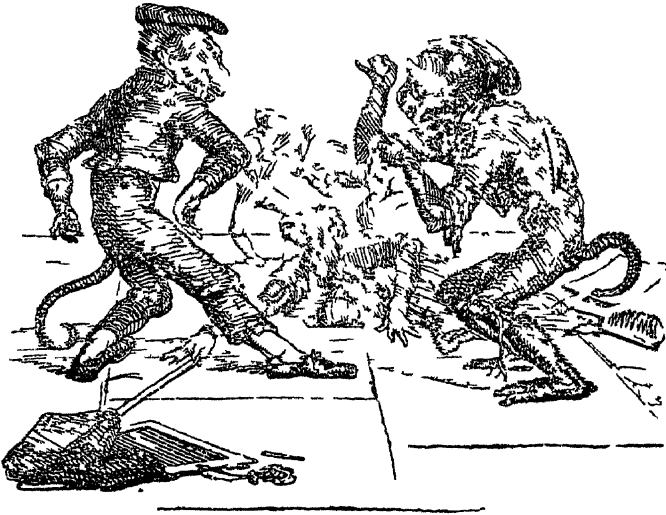
For my ole massa, &c.





GALLERY OF COMICALITIES.—No. CXXXV.

“MONKEYANA”



THE GAMPIR'S PROGRESS—STIP THE TINKS!

We pray you, reader, to inspect  
“The March of Gaming Intellect,”  
Well Worthy of the observation  
Of a pure rising generation  
Of gaming PUPPYS nothing new,  
Why should not MONKEYS gamble too,  
And, throwing off all moral fetters  
In vicious courses APR then betters?

This hopeful sprig, despising rule  
Creeps not like Shakspeare's boy to school  
With learning stores his brain to hack,  
The satchel dangling at his back,  
More pleasant pastime having found,  
See slate and satchel on the ground,

While pug proposes with knowing eye,  
With Soot, the Sweep, to have a SNY  
Do mark his attitude so knowing,  
“Woman or skull?—the copper's going  
Prime Boy! before you cease your fun,  
I GUESS you'll be completely DONE,  
This morning's plank you'll surely rue,  
In loss of slate and satchel too,  
Which, proof against all fear of LAGGING,  
YOUNG SOOT is from its owner dragging  
BRUSH quickly with your prize, Young Grim,  
'Twill be no heavy loss to him—  
His course of study from this day  
Will be a very different way



GALLERY OF COMICALITIES.—No. CXXXVI.

“ MONKEYANA ”



THE GAMBLER'S PROGRESS—STEP THE SECOND.

Seated in LUSH CRIB, spruce and smug,  
Go on and prosper, worthy PUG !  
Tho' long past midnight, who's afraid ?  
Time, we all know, for slaves was made.  
What lad of spirit, or discerning,  
Would waste the weary hour in learning,  
And not each dryer study cut,  
To play a social game at Put ?  
And wrangle about CHALKS and LEGS,  
All Fours and Cribbage, HOLES and PEGS—  
Pastimes of such resistless Power,  
To cheer and charm the passing hour !  
How oft we find in this fair Land,  
Folly and vice go hand-in-hand.  
Pug, let me whisper in your ear,  
You'll buy experience very dear :  
In trick, a scholar, apt and willing,  
You'll soon be stript of every shilling !  
Your adversary knows you're GREEN.  
And has a friend behind the scene ;  
Who takes good care he never loses,  
By furnishing what card he chooses.  
Play high, play low, 'tis all in vain.  
You'll certainly be DONE again !  
And mourn, ere long, Misfortune's gripe,  
In loss of grog, and cash, and WIPE—  
The last of which, by dex'trous pawing,  
A Pot-boy Pug is gently drawing ;  
While you, intent upon your game,



## "MONKEYANA"



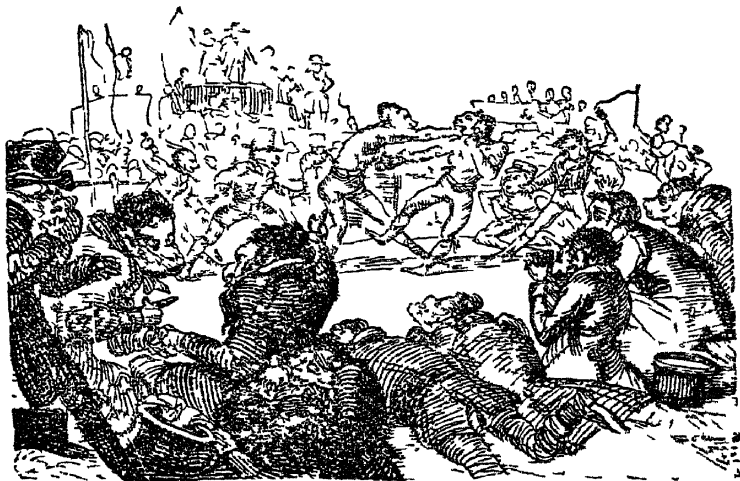
### THE GAMBLER'S PROGRESS--STEP THE THIRD.

Fresh from the Lush-cub—roaring, staggering,  
Clipping King's English, swearing and swaggering—  
Attended by his faithful Mentor,  
See Pug all ripe for an adventure.  
Already he is holding parley,  
Or rather chaffing with a "Charley—"  
Who, 'Tom and Jerry deeds reproving,  
Cries, "Gentlemen, push on! keep moving!"  
Ever prepar'd to spring his rattle—  
The trumpet of the watchman's battle.  
See Mentor, bent on mischief, smirking,  
On Pug's excited feelings working.  
"Why does that 'Charley' make a fuss,  
Insulting gentlemen like us,  
Thinking to carry all before him—  
Tip it him on the nob, and floor him!  
Two or three well plac'd blows, no doubt,  
Will serve the saucy rascal out;  
And never fear that he can whack ye—  
Why, damme, an't I here to back ye—?"  
Watchmen, we know, are oft loquacious,  
And Pugs, by nature, are Pugnacious.  
Sure as our Pug begins the fray,  
His backing friend will sneak away,  
Leaving him, as the safest plan,  
To fight his battle as he can.  
What ills on luckless Pug await:  
Black eyes, bruis'd body, broken pate—  
And, cursing his unlucky plight,  
Consign'd to Watchhouse for the night!



# GALLERY OF COMICALITIES.—No. CXXXVIII.

## “MONKEYANA.”



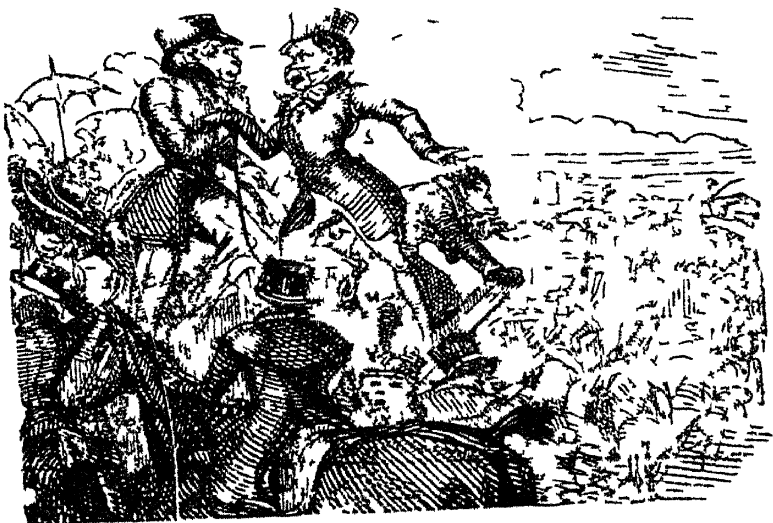
### THE GAMBLER'S PROGRESS—SIEP THE FOURTH.

O, for a Fogo's Muse to sing  
 The glories of the Boxing Ring—  
 Where Peer and Prig, and Sweep and Swell,  
 Mix in the motley group pell-mell :  
 A scene of frolic, row, and danger,  
 Where honesty is oft a stranger ,  
 For doubtful are the chances now  
 Of triumph to the best man's brow.  
 With equal grief and shame we tell it,  
 'Tis "How much do ye ax to sell it?"  
 O, for the fighting days of old,  
 When men were neither bought nor sold ;  
 When victory was the aim alone,  
 And fighting crosses all unknown.  
 Amid the rabble monkey crew,  
 See PUG, our hero, full in view—  
 His brain with bruising science stored,  
 Up to each move upon the board ;  
 How fluently he prates of flooring,  
 Tapping the claret, fibbing, boring—  
 Of Chancery-suits and body-battering.  
 Ogles sew'd up, and ivories chattering.  
 Eager to bet—a Sharper now  
 Has got our hopeful Sprig in tow—  
 Though Mentor, to his pupil true,  
 Hints pretty plainly its a DO.  
 " I'll book my man to win for sartin—  
 Come, three to one on Bill, at starting ? "  
 Though Bill is certainly the strongest,  
 Perhaps Jack's wind may last the longest.





## MONKEYANA

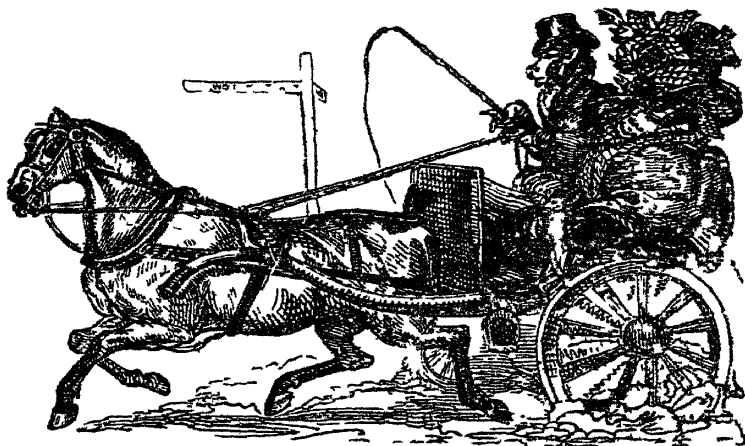


THE GAMBLER'S PROGRESS—STEP THE FIFTH  
Hurry! for Epsom! Mount your prads,  
And start away, like knowing lads,  
To join the swarms of smiling faces  
That throng delighted to the races  
O, what a scene of joy and jollity,  
Of prancing, capering, and frivolity!  
Where many a swell whose means are scanty,  
Bestrides his butter'd Rosinante—  
Which, proud of such illustrious backers,  
Hails a short respite from the knackers.  
Go it! my heroes! man or monkey  
Mounted on blood, or hack, or donkey  
Know many a youth of spirit gay,  
Shall rue the racing of this day,  
And, mourning loss of cash and leather,  
Curse Oaks and Derby stakes together  
Where all the springs of fashion gey,  
Can Master Pug be absent? No  
Still under Mentor's kind protection,  
He presses forward to perfection—  
With the top Coves can prate with spirit  
Of all their racers and their merit,  
Their action, colour, age, and bottom,  
Where they were foal'd, and who begot'em  
Can bet and hedge, make sure to win,  
And take a well fledg'd GRINIORN in  
Mentor, at distance, takes his seat,  
Intently gazing on the heat,  
Intending wisely, if he can,  
To line his purse, and fleece his man



GALLERY OF COMICALITIES.—No. CXL.

“MONKEYANA.”



THE GAMBLER'S PROGRESS.—SILP THE SIXTH.

Where are the Dashers of the Land  
 Who throng'd the Race Course "four-in-hand?"  
 The splendid trappings—bang-up team—  
 Have all departed like a dream,  
 And Britzka, Landau, One-horse Shay,  
 Are now the order of the day.  
 See the EILWAGEN skims along,  
 The wonder of a gazing throng,  
 Who hail the Royal importation,  
 A luxury to a lazy nation!—  
 Here on a sofa you may share  
 Sweet converse with a favourite fair,  
 Or snugly when it suits the whim,  
 Sloth may stretch out the lazy limb—  
 The curtains of the carriage close,  
 And sink delighted to repose—  
 For such enjoyment thanks are due,  
 O, Princely Cumberland! to you.  
 Long may you rest your noble head  
 On this transcendent Carriage-bed!  
 But to our Hero—Pug, the Swell,  
 Has done the flats at Epsom well;  
 And as you see, in tip-toe twig,  
 Now sports his lady and his gig;  
 No guardian Mentor now is near  
 To breathe sage counsel in his ear;  
 For when a Lady's in the case  
 Each Mentor's presence must give place.  
 In truth he needs no aid of friend  
 To prompt him now his gains to spend.



GALLERY OF COMICALITIES.—No. CXLI.

“MONKEYANA”



THE GAMBLER'S PROGRESS—STEP THE SEVENTH

Ah Pug 'tho' fortune now has smil'd,  
 And mark'd you for a favourite child,  
 Too many, by those smiles betray'd,  
 Have prov'd her but a fickle jade,  
 And like the meteor of the night,  
 Misleading with a treacherous light.  
 Fiksome the task to trace in verse  
 The Gamester's course from bad to worse  
 That course of vice may long endure,  
 But still the termination's sure.  
 What is the upshot of the game?  
 Ruin—remorse—disgrace—and shame  
 Behold our Hero—mark him well,  
 The inmate of a modern Hell,  
 Where Croupier every snare hath set,  
 To catch all fish that come to net,  
 Tho' of the tribes that sink or swim,  
 The GOLD and SILVER Fish for him.  
 Now Pug, call Fortune to your aid,  
 The colour's black—the Game is made,  
 'Trente un—Red wins—a hardish smack!  
 You laid that hundred, Pug, on black,  
 Don't let that trifle give you trouble,  
 Tiy Black once more and put down double  
 Red wins again—Ah sound of dread!  
 Well now you'll have a run on Red,  
 Then change the colour if you will—  
 But doom'd to be unlucky still,  
 You'll persevere with store diminish'd,  
 Till YOUR OWN GAME at length is finish'd,



GALLERY OF COMICALITIES.—No. CXLII.

“MONKEYANA.”



THE GAMBLER'S PROGRESS.—STEP THE EIGHTH.

'Tis even so—the die is cast,  
 And, Pug! your golden dreams have pass'd—  
 Well may you mourn the luckless hour  
 You plac'd yourself in Mentor's power—  
 The knowing practices he taught you ;  
 To a bad winding up have brought you,  
 Stripp'd of your gains, you now, too late,  
 Distracted, curse your bitter fate,  
 And gnash your teeth, and grasp your hair,  
 In all the raving of despair.  
 How shall such anguish be appeas'd ?  
 How can we heal a mind diseas'd ?  
 Is there no source of comfort ? None.  
 No friend to soothe your mind ? Not one.  
 Mentor, of course, has little claim  
 To be distinguished by the name ;  
 Who with unruffled phyz is viewing  
 His pupil's rage and utter ruin ;  
 Eyes him with self-complacent shrug,  
 And thus addresses hapless Pug :—  
 “ This is a devilish fine cigar—  
 Why, what a shocking judge you are !  
 I never knew you play so bad—  
 I thought you were not TO BE HAD ;  
 'Tis strange, indeed, it never struck ye,  
 When you play high, you're never lucky.  
 Besides, you play'd too long on Red ;  
 Didn't you see me shake my head ?  
 The money was your own, no doubt,  
 And handsomely they've cleaned you out.





# GALLERY OF COMICALITIES.—No. CXLIII.

## “MONKEYANA”



THE GAMBIER'S PROGRESS —STEP THE NINTH

“Last scene of all,  
“That ends this strange eventful story”

The Gaming Race at length is run  
And darkness shrouds the evening sun ,  
Reproach, Remorse, are now in vain—  
That sun may never rise again !  
Now poverty, distress disgrace,  
Stare ghastly in the victim's face  
The heartless shrug, the cut direct,  
And bitter scorn and cold neglect ?—  
Those glittering hopes so fondly cherished,  
In one ill-omen'd night have perish'd  
And Fate, in midnight's deepest gloom,  
Have veil'd our wretched Hero's doom—  
While Suicide is hovering near,  
To put her seal on Pug's career —  
Stay thy rash hand ! ere to that hour  
From which no Traveller can return  
All stain'd with sin, unfit to die,  
Unsummon'd you presume to fly !—  
The tube is rais'd, the die is cast—  
Another moment is the last  
But, ere the awful scene is clos'd,  
A guardian hand hath interpos'd ,  
And in this time of utmost need,  
See Mentor rush to stay the deed,  
And eagerly his arm extend  
To snatch from death his wretched friend,  
Mentor, this act shall well atone  
For many an error of thine own







# POST OFFICE MANUAL

VOLUME V.

APPENDICES.



Published by order of the Director-General of the Post Office of India

January, 1900.

Printed by the Government of India, at the Government Press, Calcutta.







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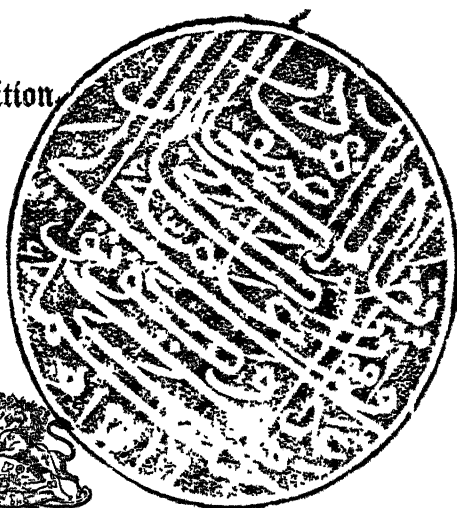
# POST OFFICE MANUAL.

VOLUME V.



## APPENDICES.

Second Edition.



Published under the authority of the Director-General of the Post Office of India.

January, 1900.

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# CONTENTS.

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	PAGE.
APPENDIX No. 1.—The Indian Post Office Act, 1898 . . . . .	5
"    "    2.—Notifications issued by the Governor-General in Council under, or in connection with, the Indian Post Office Act, 1898 . . . . .	29
"    "    3.—The Government Savings Bank Act, 1873 . . . . .	83
"    "    4.—Rules relating to the procedure to be followed when the status of a post office is changed or when a post office is closed . . . . .	91
"    "    5.—Rules relating to the transmission of mails under the weight system as a regular service and as occasional despatches . . . . .	111
"    "    6.—Rules for the exchange of postal articles between Imperial post offices and post offices in Native States with which conventions have been concluded . . . . .	119
"    "    7.—Rules for the custody, supply, and sale of stamps of all descriptions . . . . .	135
"    "    8.—Rules for the treatment of articles bearing forged, counterfeit, or washed postage stamps (ordinary and service), and regarding the misuse of service stamps . . . . .	149
"    "    9.—Orders of the Telegraph Department relating to combined offices . . . . .	163
"    "    10.—Rules for receiving offices for telegrams . . . . .	191
"    "    11.—Rules relating to security required from postal servants . . . . .	201
"    "    12.—Rules regarding the Post Office Guarantee Fund . . . . .	289
"    "    13.—Rules relating to last-pay certificates . . . . .	295
"    "    14.—Rules relating to Post Office buildings . . . . .	303
"    "    15.—Instructions relating to the extension of the hours of business of post offices . . . . .	325
"    "    16.—Postal Insurance Fund : rules relating to postal life insurance, endowment assurance, and monthly allowances . . . . .	339
"    "    17.—Abstract of the <i>Civil Service Regulations</i> . . . . .	405
"    "    18.—Standing orders of the Director-General of the Post Office, being a reprint of his extant circulars and general orders . . . . .	459
"    "    19.—Glossary of Post Office technical terms . . . . .	549



## NOTICE TO SECOND EDITION.

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THE rules contained in this Volume of the *Post Office Manual* will come into force on the 1st January 1900, and will supersede all previous rules and circulars on the subjects herein treated of.

These rules must be carefully read by all officers of the Post Office to whom they are supplied, as no breach of the rules will be excused on the plea of ignorance.

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# APPENDIX No. 1.

## THE INDIAN POST OFFICE ACT, 1898.

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### CONTENTS.

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#### CHAPTER I.

##### *Preliminary.*

#### SECTIONS.

1. Short title, extent, application, and commencement.
2. Definitions.
3. Meanings of "in course of transmission by post" and "delivery."

#### CHAPTER II.

##### *Privilege and Protection of the Government.*

4. Exclusive privilege of conveying letters reserved to the Government.
5. Certain persons expressly forbidden to convey letters.
6. Exemption from liability for loss, misdelivery, delay or damage.

#### CHAPTER III.

##### *Postage.*

7. Power to fix rates of inland postage.
8. Power to make rules as to payment of postage and fees in certain cases.
9. Power to make rules as to registered newspapers.
10. Power to declare rates of foreign postage.
11. Liability for payment of postage.
12. Recovery of postage and other sums due in respect of postal articles.
13. Customs-duty paid by the Post Office to be recoverable as postage.
14. Post Office marks *prima facie* evidence of certain facts denoted.
15. Official mark to be evidence of amount of postage.



## CHAPTER IV.

## SECTIONS.

*Postage Stamps.*

16. Provision of postage stamps and power to make rules as to them.
17. Postage stamps to be deemed to be stamps for the purpose of revenue.

## CHAPTER V.

*Conditions of Transmission of Postal Articles.*

18. Re-delivery to sender of postal article in course of transmission by post.
19. Transmission by post of anything injurious prohibited.
20. Transmission by post of anything indecent, etc., prohibited.
21. Power to make rules as to transmission by post of postal articles.
22. Power to postpone despatch or delivery of certain postal articles.
23. Power to deal with postal articles posted in contravention of Act.
24. Power to deal with postal articles containing goods contraband or liable to duty.
25. Power to intercept notified goods during transmission by post.
26. Power to intercept postal articles for public good.
27. Power to deal with postal articles from abroad bearing fictitious or previously used stamps.

## CHAPTER VI.

*Registration, Insurance and Value-payable Post.*

28. Registration of postal articles.
29. Power to make rules as to registration.
30. Insurance of postal articles.
31. Power to require insurance of postal articles.
32. Power to make rules as to insurance.
33. Liability in respect of postal articles insured.
34. Transmission by post of value-payable postal articles.
35. Power to make rules as to value-payable postal articles.
36. Power to give effect to arrangements with other countries.

## CHAPTER VII.

*Undelivered Postal Articles.*

37. Power to make rules as to disposal of undelivered postal articles.

## SECTIONS.

38. Disposal of undelivered postal articles at office of Postmaster-General.
39. Final disposal of undelivered postal articles.

## CHAPTER VIII.

*Ship Letters.*

40. Duty of master of ship departing from any port in British India, and not being a mail ship, to convey mail bags.
41. Duty of master of ship arriving at any port in British India in respect of postal articles and mail bags on board.
42. Allowance of gratuities for conveyance of postal articles by ships other than mail ships.

## CHAPTER IX.

*Money Orders.*

43. Power to maintain money order system and to make rules as to remittances thereby.
44. Power for remitter to recall money order or alter name of payee.
45. Power to provide for the issue of postal orders.
46. Power to give effect to arrangements with other countries.
47. Recovery of money order paid to the wrong person.
48. Exemption from liability in respect of money orders.

## CHAPTER X.

*Penalties and Procedure.**Offences by Officers of the Post Office.*

49. Penalty for misconduct of person employed to carry or deliver mail bags or postal articles.
50. Penalty for voluntary withdrawal from duty, without permission or notice, of person employed to carry or deliver mail bags or postal articles.
51. Penalty for making false entry in register kept by person employed to carry or deliver postal articles.
52. Penalty for theft, dishonest misappropriation, secretion, destruction or throwing away of postal articles.
53. Penalty for opening, detaining or delaying postal articles.
54. Penalty for fraud in connection with official marks and for receipt of excess postage.
55. Penalty for fraudulently preparing, altering, secreting or destroying Post Office documents.

## SECTIONS.

- 56. Penalty for fraudulently sending unpaid postal articles.
- 57. Punishment of offences committed in India, outside British India.

*Other Offences.*

- 58. Penalty for contravention of section 4.
- 59. Penalty for contravention of section 5.
- 60. Penalty for breach of rules under section 16.
- 61. Penalty for contravention of section 19 or 20.
- 62. Penalty for defiling or injuring post office letter-boxes.
- 63. Penalty for affixing without authority thing to, or painting, tarring or disfiguring post office or post office letter-box.
- 64. Penalty for making false declaration.
- 65. Penalty for master of ship failing to comply with the provisions of section 40 or 41.
- 66. Penalty for detention of letters on board vessel arriving in port.
- 67. Penalty for detaining mails or opening mail bag.
- 68. Penalty for retaining postal articles wrongly delivered or mail bags.
- 69. Penalty for unlawfully diverting letters.

*General.*

- 70. Penalty for abetting, or attempting to commit, offences under Act.
- 71. Property in cases of offences to be laid in the Post Office.
- 72. Authority for prosecutions under certain sections of Act.

## CHAPTER XI.

*Supplemental.*

- 73. Zamindari and other district posts.
- 74. General power to make rules and provisions as to rules under Act.
- 75. Delegation of powers, other than rule-making powers, to Director-General.
- 76. Repeal.
- 77. Saving.

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THE FIRST SCHEDULE.*Inland Postage Rates.*

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## THE SECOND SCHEDULE.

*Enactments repealed.*

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## Appendix No. 1.

### THE INDIAN POST OFFICE ACT. ACT No. VI of 1898.

[PASSED BY THE GOVERNOR-GENERAL OF INDIA IN COUNCIL.]

*(Received the assent of the Governor-General on the 22nd March, 1898.)*

An Act to consolidate and amend the Law relating to the  
Post Office in India.

WHEREAS it is expedient to consolidate and amend the law relating to the Post Office in India ; It is hereby enacted as follows :—

#### CHAPTER I.—*Preliminary.*

- I. (1) This Act may be called the Indian Post Office Act, 1898.
- (2) It extends to the whole of British India, inclusive of Upper Burma, British Baluchistan, the Santal Parganas and the Pargana of Spiti; and it applies also to—
  - (a) all Native Indian subjects of Her Majesty in any place without and beyond British India;
  - (b) all other British subjects within the territories of any Native Prince or Chief in India; and
  - (c) all servants of the Queen, whether British subjects or not, within the territories of any Native Prince or Chief in India.
- (3) It shall come into force on the first day of July, 1898.
2. In this Act, unless there is anything repugnant in the subject Definitions or context,—
  - (a) the expression " Director-General " means the Director-General of the Post Office of India ;
  - (b) the expression " inland," used in relation to a postal article, means—
    - (i) posted in British India and addressed to any place in British India or to any place for which a post office is established by the Governor-General in Council beyond the limits of British India ; or
    - (ii) posted at any post office established by the Governor-General in Council beyond the limits of British India

Short title,  
extent, appli-  
cation and  
commence-  
ment.

- and addressed to any place for which any such post office is established or to any place in British India :
- (c) the expression " mail bag " includes a bag, box, parcel or any other envelope or covering in which postal articles in course of transmission by post are conveyed, whether it does or does not contain any such article :
  - (d) the expression " mail ship " means a ship employed for carrying mails, pursuant to contract or continuing arrangement, by the Government of India or Her Majesty's Government or the Government of any British possession or foreign country :
  - (e) the expression " officer of the Post Office " includes any person employed in any business of the Post Office or on behalf of the Post Office :
  - (f) the expression " postage " means the duty chargeable for the transmission by post of postal articles :
  - (g) the expression " postage stamp " means any stamp provided by the Governor-General in Council for denoting postage or other fees or sums payable in respect of postal articles under this Act, and includes adhesive postage stamps and stamps printed, embossed, impressed or otherwise indicated on any envelope, wrapper, postcard or other article :
  - (h) the expression " post office " includes every house, building, room, carriage or place used for the purposes of the Post Office, and every letter-box provided by the Post Office for the reception of postal articles :
  - (i) the expression " postal article " includes a letter, postcard, newspaper, book, pattern or sample packet, parcel and every article or thing transmissible by post :
  - (j) the expression " Postmaster-General " includes a Deputy Postmaster-General or other officer exercising the powers of a Postmaster-General : and
  - (k) the expression " the Post Office " means the department presided over by the Director-General.

Meanings of  
"in course of  
transmission  
by post" and  
"delivery."

3. For the purposes of this Act,—

- (a) a postal article shall be deemed to be in course of transmission by post from the time of its being delivered to a post office to the time of its being delivered to the addressee, or of its being returned to the sender or otherwise disposed of under Chapter VII :

- (b) the delivery of a postal article of any description to a postman or other person authorized to receive postal articles of that description for the post shall be deemed to be a delivery to a post office: and
- (c) the delivery of a postal article at the house or office of the addressee, or to the addressee or his servant or agent or other person considered to be authorized to receive the article according to the usual manner of delivering postal articles to the addressee, shall be deemed to be delivery to the addressee.

#### CHAPTER II.—*Privilege and Protection of the Government.*

4. (1) Wherever, within British India, posts or postal communications are established by the Governor-General in Council, the Governor-General in Council shall have the exclusive privilege of conveying letters reserved to the Government. by post, from one place to another, all letters, except in the following cases, and shall also have the exclusive privilege of performing all the incidental services of receiving, collecting, sending, despatching and delivering all letters, except in the following cases, that is to say:—

- (a) letters sent by a private friend in his way, journey or travel, to be delivered by him to the person to whom they are directed, without hire, reward or other profit or advantage for receiving, carrying or delivering them;
- (b) letters solely concerning the affairs of the sender or receiver thereof, sent by a messenger on purpose; and
- (c) letters solely concerning goods or property, sent either by sea or by land to be delivered with the goods or property which the letters concern, without hire, reward or other profit or advantage for receiving, carrying or delivering them:

Provided that nothing in this section shall authorize any person to make a collection of letters excepted as aforesaid for the purpose of sending them otherwise than by post.

(2) For the purposes of this section and section 5, the expression "letters" includes postcards.

5. Wherever, within British India, posts or postal communications are established by the Governor-General in Council, the following persons are expressly forbidden to collect, carry, tender or deliver letters, or to receive letters for the purpose of carrying or delivering letters. Certain persons expressly forbidden to convey letters.

them, although they obtain no hire, reward or other profit or advantage for so doing, that is to say :—

- (a) common carriers of passengers or goods, and their servants or agents, except as regards letters solely concerning goods in their carts or carriages ; and
- (b) owners and masters of vessels sailing or passing on any river or canal in British India, or between any ports or places in British India, and their servants or agents, except as regards letters solely concerning goods on board, and except as regards postal articles received for conveyance under Chapter VIII.

Exemption from liability for loss, misdelivery, delay or damage.

6. The Secretary of State for India in Council shall not incur any liability by reason of the loss, misdelivery or delay of, or damage to, any postal article in course of transmission by post, except in so far as such liability may in express terms be undertaken by the Governor-General in Council as hereinafter provided ; and no officer of the Post Office shall incur any liability by reason of any such loss, misdelivery, delay or damage, unless he has caused the same fraudulently or by his wilful act or default.

#### CHAPTER III.—Postage.

Power to fix rates of inland postage.

7. (1) The Governor-General in Council may, by notification in the *Gazette of India*, fix the rates of postage and other sums to be charged in respect of postal articles sent by the inland post under this Act, and may make rules as to the scale of weights, terms and conditions subject to which the rates so fixed shall be charged :

Provided that the highest rate of postage, when prepaid, shall not exceed the rate set forth for each class of postal articles in the first schedule.

(2) Unless and until such notification as aforesaid is issued, the rate set forth in the said schedule shall be the rates chargeable under this Act.

(3) The Governor-General in Council may, by notification in the *Gazette of India*, declare what packets may be sent by the inland post as book, pattern and sample packets within the meaning of this Act.

Power to make rules as to payment of postage and fees in certain cases.

8. The Governor-General in Council may, by rule,—

- (a) require the prepayment of postage on inland postal articles or any class of inland postal articles, and prescribe the manner in which prepayment shall be made ;
- (b) prescribe the postage to be charged on inland postal articles when the postage is not prepaid or is insufficiently prepaid ;

- (c) provide for the redirection of postal articles and the transmission by post of articles so redirected, either free of charge or subject to such further charge as may be specified in the rules; and
- (d) prescribe the fees to be charged for the "express delivery" of postal articles, in addition to, or instead of, any other postage chargeable thereon under this Act.

*Explanation.*—"Express delivery" means delivery by a special messenger or conveyance.

9. (1) The Governor-General in Council may make rules providing for the registration of newspapers for transmission by inland post as registered newspapers.

Power to make rules as to registered newspapers.

(2) For the purpose of such registration, every publication, consisting wholly or in great part of political or other news, or of articles relating thereto or to other current topics, with or without advertisements, shall be deemed a newspaper, subject to the following conditions, namely:—

- (a) that it is published in numbers at intervals of not more than thirty-one days; and
- (b) that it has a *bond fide* list of subscribers.

(3) An extra or supplement to a newspaper, bearing the same date as the newspaper and transmitted therewith, shall be deemed to be part of the newspaper:

Provided that no such extra or supplement shall be so deemed unless it consists wholly or in great part of matter like that of the newspaper, and has the title and date of publication of the newspaper printed at the top of each page.

*Explanation.*—Nothing in this section or in the rules thereunder shall be construed to render it compulsory to send newspapers by the inland post.

10. (1) Where arrangements are in force with the United Kingdom, or with any British possession or foreign country, for the transmission by post of postal articles between British India and the United Kingdom or such possession or country, the Governor-General in Council may, in conformity with the provisions of such arrangements, declare what postage rates and other sums shall be charged in respect of such postal articles, and may make rules as to the scale of weight, terms and conditions subject to which the rates so declared shall be charged.

Power to declare rates of foreign postage.

(2) Unless and until such declaration as aforesaid is made, the existing rates and regulations shall continue in force.



liability for  
payment of  
postage.

II. (1) The addressee of a postal article on which postage or any other sum chargeable under this Act is due shall be bound to pay the postage or sum so chargeable on his accepting delivery of the postal article, unless he forthwith returns it unopened:

Provided that, if any such postal article appears to the satisfaction of the Postmaster-General to have been maliciously sent for the purpose of annoying the addressee, he may remit the postage.

(2) If any postal article on which postage or any other sum chargeable under this Act is due is refused or returned as aforesaid, or if the addressee is dead or cannot be found, then the sender shall be bound to pay the postage or sum due thereon under this Act.

Recovery of  
postage and  
other sums  
due in respect  
of postal  
articles.

12. If any person refuses to pay any postage or other sum due from him under this Act in respect of any postal article, the sum so due may, on application made by an officer of the Post Office authorized in this behalf by the written order of the Postmaster-General, be recovered for the use of the Post Office from the person so refusing, as if it were a fine imposed under this Act, by any Magistrate having jurisdiction where that person may for the time being be resident; and the Postmaster-General may further direct that any other postal article, not being on Her Majesty's service, addressed to that person shall be withheld from him until the sum so due is paid or recovered as aforesaid.

Customs  
duty paid by  
the Post  
Office to be  
recoverable  
as postage.

13. When a postal article, on which any duty of customs is payable, has been received by post from any place beyond the limits of British India, and the duty has been paid by the postal authorities at any customs-port or elsewhere, the amount of the duty shall be recoverable as if it were postage due under this Act.

Post Office  
marks *prima  
facie*  
evidence of  
certain facts  
denoted.

14. In every proceeding for the recovery of any postage or other sum alleged to be due under this Act in respect of a postal article,—

- (a) the production of a postal article, having thereon the official mark of the Post Office denoting that the article has been refused, or that the addressee is dead or cannot be found, shall be *prima facie* evidence of the fact so denoted, and
- (b) the person from whom the postal article purports to have come shall, until the contrary is proved, be deemed to be the sender thereof.

Official  
mark to be  
evidence of  
amount of  
postage.

15. The official mark on a postal article denoting that any postage or other sum is due in respect thereof to the Post Office of British India or to the Post Office of the United Kingdom or of

any British possession or foreign country, shall be *prima facie* evidence that the sum denoted as aforesaid is so due.

#### CHAPTER IV.—*Postage Stamps.*

16. (1) The Governor-General in Council shall cause postage stamps to be provided of such kinds and denoting such values as he may think necessary for the purposes of this Act.

Provision of postage stamps and power to make rules as to them.

(2) The Governor-General in Council may make rules as to the supply, sale, and use of postage stamps.

(3) In particular, and without prejudice to the generality of the foregoing power, such rules may—

- (a) fix the price at which postage stamps shall be sold ;
- (b) declare the classes of postal articles in respect of which postage stamps shall be used for the payment of postage or other sums chargeable under this Act ;
- (c) prescribe the conditions with regard to perforation, defacement and all other matters subject to which postage stamps may be accepted or refused in payment of postage or other sums ;
- (d) regulate the custody, supply and sale of postage stamps ;
- (e) declare the persons by whom and the terms and conditions subject to which postage stamps may be sold ; and
- (f) prescribe the duties and remuneration of persons selling postage stamps.

XLV of 1860. 17. Postage stamps provided under section 16 shall be deemed to be stamps issued by Government for the purpose of revenue within the meaning of the Indian Penal Code, and, subject to the other provisions of this Act, shall be used for the prepayment of postage or other sums chargeable under this Act in respect of postal articles, except where the Governor-General in Council directs that prepayment shall be made in some other way.

Postage stamps to be deemed to be stamps for the purpose of revenue.

#### CHAPTER V.—*Conditions of Transmission of Postal Articles.*

18. (1) The Governor-General in Council may, by rule, provide for the redelivery to the sender, without reference to the consent of the addressee and subject to such conditions (if any) as may be deemed fit, of any postal article in course of transmission by post.

Redelivery to sender of postal article in course of transmission by post.

(2) Save as provided by any rules that may be made under sub-section (1), the sender shall not be entitled to recall a postal article in course of transmission by post.

Transmission  
by post  
of anything  
injurious  
prohibited.

19. (1) Except as otherwise provided by rule and subject to such conditions as may be prescribed thereby, no person shall send by post any explosive, dangerous, filthy, noxious or deleterious substance, any sharp instrument not properly protected, or any living creature which is either noxious or likely to injure postal articles in course of transmission by post or any officer of the Post Office.

(2) No person shall send by post any article or thing which is likely to injure postal articles in course of transmission by post or any officer of the Post Office.

Transmission  
by post of  
anything  
indecent, etc.,  
prohibited.

20. No person shall send by post—

(a) any indecent or obscene printing, painting, photograph, lithograph, engraving, book or card, or any other indecent or obscene article, or

(b) any postal article having thereon, or on the cover thereof, any words, marks or designs of an indecent, obscene, seditious, scurrilous, threatening, or grossly offensive character.

Power to  
make rules as  
to trans-  
mission by post  
of postal  
articles.

21. (1) The Governor-General in Council may make rules as to the transmission by post of postal articles.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

(a) provide for the granting receipts for, and the granting and obtaining certificates of posting and delivery of, postal articles and the sums to be paid, in addition to any other postage, for such receipts and certificates; and

(b) regulate covers, form, dimensions, maximum weight and enclosures, and the use of postal articles, other than letters for making communications.

(3) Postal articles shall be posted and delivered at such times and in such manner as the Director-General may, by order, from time to time appoint.

Power to  
postpone  
despatch or  
delivery of  
certain postal  
articles.

22. (1) Where the despatch or delivery from a post office of letters would be delayed by the despatch or delivery therefrom at the same time of book, pattern or sample packets and parcels, or any of them, such packets or parcels, or any of them, may, subject to such rules as the Governor-General in Council may make in this behalf, be detained in the Post Office so long as may be necessary.

(2) Where separate parcel posts are established, parcels may be forwarded and conveyed by them, being detained, if necessary, in the Post Office for that purpose.

23. (1) Any postal article sent by post in contravention of any of the provisions of this Act may be detained and either returned to the sender or forwarded to destination, in each case charged with such additional postage (if any) as the Governor-General in Council may, by rule, direct.

Power to deal with postal articles posted in contravention of Act.

(2) Any officer in charge of a post office or authorized by the Postmaster-General in this behalf may open or unfasten any newspaper or any book, pattern or sample packet, in course of transmission by post, which he suspects to have been sent by post in contravention of section 21 or of any of the provisions of this Act relating to postage.

(3) Notwithstanding anything in sub-section (1)—

(a) any postal article sent by post in contravention of the provisions of section 19 may, under the authority of the Postmaster-General, if necessary, be opened and destroyed: and

(b) any postal article sent by post in contravention of the provisions of section 20 may, under the authority of the Postmaster-General, be destroyed.

24. Where a postal article, suspected to contain any contraband goods or anything liable to duty, is received for delivery at a post office, the officer in charge of the post office shall send a notice in writing to the addressee inviting him to attend, either in person or by agent, within a specified time at the post office, and shall in the presence of the addressee or his agent, or if the addressee or his agent fails to attend as aforesaid then in his absence, open and examine the postal article:

Power to deal with postal articles containing goods contraband or liable to duty.

Provided, first, that, if the Director-General so directs in the case of any post office or class of post offices, the officer in charge of the post office shall call in two respectable persons as witnesses before he opens a postal article in the absence of the addressee or his agent:

Provided, secondly, that in all cases a postal article, after being opened under this section, shall be delivered to the addressee, unless it is required for the purpose of any further proceeding under this or any other law or enactment for the time being in force, and that the opening of the postal article and the circumstances connected therewith shall be immediately reported to the Postmaster-General:

Provided, thirdly, that nothing in this section shall prevent the detention of parcels, received by post from any place beyond the limits of British India, at the customs-port or other place at which

they are received, and the opening of parcels so received by the Customs-authorities for the purpose of levying any duty of customs.

Power to intercept notified goods during transmission by post.

25. Where a notification has been published under section 19 of VIII of the Sea Customs Act, 1878, in respect of any goods of any specified description, any officer of the Post Office empowered in this behalf by the Governor-General in Council may search, or cause search to be made for any such goods in course of transmission by post, and shall deliver all such goods found to such officer as the Governor-General in Council may appoint in this behalf, and such goods may be disposed of in such manner as the Governor-General in Council may direct.

Power to intercept postal articles for public good.

26. (1) On the occurrence of any public emergency, or in the interest of the public safety or tranquillity, the Governor-General in Council, or a Local Government, or any officer specially authorized in this behalf by the Governor-General in Council, may, by order in writing, direct that any postal article or class or description of postal articles in course of transmission by post shall be intercepted or detained, or shall be delivered to the Government or to an officer thereof mentioned in the order, to be disposed of in such manner as the Governor-General in Council may direct.

(2) If any doubt arises as to the existence of a public emergency, or as to whether any act done under sub-section (1) was in the interest of the public safety or tranquillity, a certificate signed by a Secretary to the Government of India or to the Local Government shall be conclusive proof on the point.

Power to deal with postal articles from abroad bearing fictitious or previously used stamps.

27. (1) Where a postal article is received by post from any place beyond the limits of British India—

- (a) bearing a fictitious postage stamp, that is to say, any facsimile or imitation or representation of a postage stamp, or
- (b) purporting to be prepaid with any postage stamp which has been previously used to prepay any other postal article,

the officer in charge of the post office at which the postal article is received, shall send a notice to the addressee inviting him to attend, either in person or by agent, within a specified time at the post office to receive delivery of the postal article.

(2) If the addressee or his agent attends at the post office within the time specified in the notice and consents to make known to the officer in charge of the post office the name and address of the sender of the postal article and to redeliver to the officer aforesaid

the portion of the postal article which bears the address and the fictitious or previously used postage stamp, or, if the postal article is inseparable from the stamp, the entire postal article, the postal article shall be delivered to the addressee or his agent.

(3) If the addressee or his agent fails to attend at the post office within the time specified in the notice, or, having attended within that time, refuses to make known the name and address of the sender or to redeliver the postal article or portion thereof as required by sub-section (2), the postal article shall not be delivered to him, but shall be disposed of in such manner as the Governor-General in Council may direct.

*Explanation.*—For the purposes of this section, the expression “postage stamp” includes any postage stamp for denoting any rate or duty of postage of any part of Her Majesty’s dominions or of any Native State or foreign country.

#### CHAPTER VI.—*Registration, Insurance and Value-Payable Post.*

28. The sender of a postal article may, subject to the other provisions of this Act, have the article registered at the post office at which it is posted, and require a receipt therefor; and the Governor-General in Council may, by notification in the *Gazette of India*, direct that, in addition to any postage chargeable under this Act, such further fee as may be fixed by the notification shall be paid on account of the registration of postal articles. Registration of postal articles.

29. (1) The Governor-General in Council may make rules as to the registration of postal articles. Power to make rules as to registration.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) declare in what cases registration shall be required ;
- (b) prescribe the manner in which the fees for registration shall be paid ; and
- (c) direct that twice the fee for registration shall be levied on the delivery of a postal article required to be registered on which the fee for registration has not been prepaid.

(3) Postal articles made over to the Post Office for the purpose of being registered shall be delivered, when registered, at such times and in such manner as the Director-General may, by order, from time to time appoint.

Insurance of  
postal  
articles.

30. The Governor-General in Council may, by notification in the *Gazette of India*, direct—

- (a) that any postal article may, subject to the other provisions of this Act, be insured at the post office at which it is posted against the risk of loss or damage in course of transmission by post, and that a receipt therefor shall be granted to the person posting it; and
- (b) that, in addition to any postage and fees for registration chargeable under this Act, such further fee as may be fixed by the notification shall be paid on account of the insurance of postal articles.

Power to  
require  
insurance  
of postal  
articles.

31. The Governor-General in Council may, by notification in the *Gazette of India*, declare in what cases insurance shall be required, and direct that any postal article containing anything required to be insured, which has been posted without being insured, shall be returned to the sender or shall be delivered to the addressee, subject to the payment of such special fee as may be fixed by the notification:

Provided that the levy of such special fee as aforesaid shall not impose any liability upon the Secretary of State for India in Council in respect of the postal article.

Power to  
make rules  
as to insur-  
ance.

32. (1) The Governor-General in Council may make rules as to the insurance of postal articles.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) declare what classes of postal articles may be insured under section 30;
- (b) fix the limit of the amount for which postal articles may be insured; and
- (c) prescribe the manner in which the fees for insurance shall be paid.

(3) Postal articles made over to the Post Office for the purpose of being insured shall be delivered, when insured, at such places and times and in such manner as the Director-General may, by order, from time to time appoint.

Liability in  
respect of  
postal articles  
insured.

33. Subject to such conditions and restrictions as the Governor-General in Council may, by rule, prescribe, the Secretary of State for India in Council shall be liable to pay compensation, not exceeding the amount for which a postal article has been insured, to the sender thereof for the loss of the postal article or its contents, or for any damage caused to it in course of transmission by post:

Provided that the compensation so payable shall in no case exceed the value of the article lost or the amount of the damage caused.

34. The Governor-General in Council may, by notification in the *Gazette of India*, direct that, subject to the other provisions of this Act, and to the payment of fees at such rates as may be fixed by the notification, a sum of money specified in writing at the time of posting by the sender of a postal article shall be recoverable on the delivery thereof from the addressee, and that the sum so recovered shall be paid to the sender :

Provided that the Secretary of State for India in Council shall not incur any liability in respect of the sum specified for recovery, unless and until that sum has been received from the addressee.

*Explanation.*—Postal articles sent in accordance with the provisions of this section may be described as “value-payable” postal articles.

35. (1) The Governor-General in Council may make rules as to the transmission by post of value-payable postal articles.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

(a) declare what classes of postal articles may be sent as value-payable postal articles ;

(b) direct that no postal article shall be so sent unless the sender declares that it is sent in execution of a *bond fide* order received by him ;

(c) limit the value to be recovered on the delivery of any value-payable postal article ; and

(d) prescribe the form of declaration to be made by the senders of value-payable postal articles, and the time and manner of the payment of fees.

(3) Postal articles shall be made over to the Post Office for the purpose of being sent as “value-payable,” and shall be delivered when so sent, at such times and in such manner as the Director-General may, by order, from time to time appoint.

36. (1) Where arrangements are in force with the United Kingdom, or with any British possession, Native State or foreign country, for the transmission by post of registered, insured or value-payable postal articles between British India and the United Kingdom or such possession, State or country, the Governor-General in Council may make rules to give effect to such arrangements.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe—

(a) the form of declaration to be made by the senders of such postal articles as aforesaid ; and

(b) the fees to be charged in respect thereof.



CHAPTER VII.—*Undelivered Postal Articles.*

Power to  
make rules as  
to disposal of  
undelivered  
postal  
articles.

37. (1) The Governor-General in Council may make rules as to the disposal of postal articles which for any reason cannot be delivered hereinafter referred to as "undelivered postal articles."

(a) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) prescribe the period during which undelivered postal articles at a post office shall remain in that office; and
- (b) provide for the publication of lists of undelivered postal articles, or of any class of undelivered postal articles.

(3) Every undelivered postal article, after being detained at a post office for the period prescribed by rule under the foregoing provisions of this section, shall be either forwarded, free of further charge, to the post office at which it was posted, for return to the sender, or sent to the office of the Postmaster-General.

Disposal of  
undelivered  
postal articles  
at office of  
Postmaster-  
General.

38. (1) Every postal article received at the office of the Postmaster-General under sub-section 3 of section 37 shall be dealt with as follows :—

- (a) if practicable, it shall be redirected and forwarded by post to the addressee; or,
- (b) if it cannot be redirected and forwarded as aforesaid, it shall be opened by some officer, appointed by the Postmaster-General in this behalf and bound to secrecy, in order to ascertain the name and address of the sender.

(a) If the name and address of the sender are so ascertained, it shall be returned by post to the sender, free of further charge or subject to such further charge as the Governor-General in Council may, by rule, direct.

Final dis-  
posal of  
undelivered  
postal  
articles.

39. Undelivered postal articles which cannot be disposed of under the foregoing provisions shall be detained in the office of the Postmaster-General for such further period (if any), and shall be dealt with in such manner as the Governor-General in Council may, by rule, direct :

Provided that—

- (a) letters and postcards shall be destroyed;
- (b) money or saleable property, not being of a perishable nature, found in any undelivered postal article, shall be detained for a period of one year in the office of the Postmaster-General, and, if on the expiration of that period no person has established his right thereto, shall, if money, be credited to the Post Office, and, if saleable

property, be sold, the sale-proceeds being credited to the Post Office.

#### CHAPTER VIII.—*Ship Letters.*

40. The master of a ship, not being a mail ship, about to depart from any port in British India to any port within or any port or place beyond, British India, shall receive on board any mail bag tendered to him by any officer of the Post Office for conveyance, granting a receipt therefor in such form as the Governor-General in Council may, by rule, prescribe, and shall, without delay, deliver the same at the port or place of destination.

Duty of master of ship departing from any port in British India and not being a mail ship to convey mail bags.

41. (1) The master of a ship arriving at any port in British India shall, without delay, cause every postal article or mail bag on board which is directed to that port and is within the exclusive privilege conferred on the Governor-General in Council by section 4 to be delivered either at the post office at that port or to some officer of the Post Office authorized in this behalf by the Postmaster-General.

Duty of master of ship arriving at any port in British India in respect of postal articles and mail bags on board.

(2) If there is on board any postal article or mail bag which is directed to any other place within British India and is within the exclusive privilege aforesaid, the master shall, without delay, report the fact to the officer in charge of the post office at the port of arrival and act according to the directions he may receive from such officer, and the receipt of such officer shall discharge him from all further responsibility in respect of the postal article or mail bag.

42. The Governor-General in Council may, by notification in the *Gazette of India*, declare what gratuities shall be allowed to masters of ships, not being mail ships, in respect of postal articles received by them for conveyance on behalf of the Post Office; and the master of a ship, not being a mail ship, about to leave any port in British India as aforesaid shall, if he receives on board a mail bag for conveyance, be entitled to demand and obtain immediately the amount of the gratuity payable under this section in respect of the mail bag and its contents.

Allowance of gratuities for conveyance of postal articles by ships other than mail ships.

#### CHAPTER IX.—*Money Orders.*

43. (1) The Governor-General in Council may provide for the remitting of small sums of money through the Post Office by means of money orders, and may make rules as to such money orders.

Power to maintain money order system and to make rule as to remittances there-by.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe—

- (a) the limit of amount for which money orders may be issued;
- (b) the period during which money orders shall remain current; and

- (c) the rates of commission or the fees to be charged on money orders or in respect thereof.

Power for remitter to recall money order or alter name of payee.

44. (1) Subject to such conditions as the Governor-General in Council may, by rules made under section 43, prescribe in respect of the levy of additional rates of commission or fees or any other matters, a person remitting money through the Post Office by means of a money order may require that the amount of the order, if not paid to the payee, be repaid to him, or be paid to such person other than the original payee as he may direct.

(2) If neither the payee nor the remitter of a money order can be found, and if within the period of one year from the date of the issue of the order no claim is made by such payee or remitter, the amount of such order shall not be claimable from the Government.

Power to provide for the issue of postal orders.

45. The Governor-General in Council may authorize the issue, in such form as may be suitable, of money orders, to be called postal orders, or by such other designation as may be deemed appropriate, for certain fixed amounts, and may make rules as to the rates commission to be charged thereon, and the manner in which, and conditions subject to which, they may be issued, paid, and cancelled :

Provided that no such order shall be issued for an amount in excess of ten rupees.

Power to give effect to arrangements with other countries.

46. (1) Where arrangements are in force with the United Kingdom, or with any British possession, Native State or foreign country for the issue and payment through the Post Office of money orders between British India and the United Kingdom or such possession, State or country, the Governor-General in Council may make rules to give effect to such arrangements.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe—

- (a) the manner in which and the conditions subject to which, such orders may be issued and paid in British India ;  
and

- (b) the rates of commission to be charged thereon.

Recovery of money order paid to the wrong person.

47. If any person, without reasonable excuse, the burden of proving which shall lie on him, neglects or refuses to refund—

- (a) any amount paid to him, in respect of a money order by an officer of the Post Office in excess of what ought to have been paid to him in respect thereof, or  
(b) the amount of a money order paid by an officer of the Post Office to him instead of to some other person to whom it ought to have been paid,

such amount shall be recoverable by an officer of the Post Office

authorized by the Postmaster-General in this behalf from the person so neglecting or refusing as if it were an arrear of land-revenue due from him.

48. No suit or other legal proceeding shall be instituted against the Secretary of State for India in Council or any officer of the Post Office in respect of—

Exemption from liability in respect of money orders.

- (a) anything done under any rules made by the Governor-General in Council under this Chapter ; or
- (b) the wrong payment of a money order caused by incorrect or incomplete information given by the remitter as to the name and address of the payee : provided that, as regards incomplete information, there was reasonable justification for accepting the information as a sufficient description for the purpose of identifying the payee or
- (c) the payment of any money order being refused or delayed by or on account of any accidental neglect, omission or mistake, by, or on the part of, an officer of the Post Office, or for any other cause whatsoever other than the fraud or wilful act or default of such officer ; or
- (d) any wrong payment of a money order after the expiration of one year from the date of the issue of the order.

#### CHAPTER X.—*Penalties and Procedure.*

##### *Offences by Officers of the Post Office.*

49. Whoever, being employed to carry or deliver any mail bag or any postal article in course of transmission by post,—

Penalty for misconduct of person employed to carry or deliver mail bags or postal articles.

- (a) is in a state of intoxication while so employed, or
  - (b) is guilty of carelessness or other misconduct, whereby the safety of any such mail bag or postal article as aforesaid is endangered, or
  - (c) loiters or makes delay in the conveyance or delivery of any such mail bag or postal article as aforesaid, or
  - (d) does not use due care and diligence safely to convey or deliver any such mail bag or postal article as aforesaid,
- shall be punishable with fine which may extend to fifty rupees.

50. Whoever, being employed to carry or deliver any mail bag or any postal article in course of transmission by post, voluntarily withdraws from the duties of his office without permission or without having given one month's previous notice in writing, shall be

Penalty for voluntary withdrawal from duty, without permission or notice of person employed to carry or

deliver mail bags or postal articles. Penalty for making false entry in register kept by person employed to carry or deliver postal articles.

punishable with imprisonment which may extend to one month, or with fine which may extend to fifty rupees, or with both.

51. Whoever, being employed to carry or deliver any postal article in course of transmission by post and required while so employed to keep any register, makes, or causes, or suffers to be made, any false entry in the register with intent to induce the belief that he has visited a place, or delivered a postal article, which he has not visited or delivered, shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one hundred rupees, or with both.

Penalty for theft, dishonest misappropriation, secretion, destruction or throwing away of postal articles. Penalty for opening, detaining, or delaying postal articles.

52. Whoever, being an officer of the Post Office, commits theft in respect of, or dishonestly misappropriates, or, for any purpose whatsoever, secretes, destroys, or throws away, any postal article in course of transmission by post or anything contained therein, shall be punishable with imprisonment for a term which may extend to seven years, and shall also be punishable with fine.

53. Whoever, being an officer of the Post Office, contrary to his duty, opens, or causes or suffers to be opened, any postal article in course of transmission by post, or wilfully detains or delays, or causes or suffers to be detained or delayed, any such postal article, shall be punishable with imprisonment for a term which may extend to two years, or with fine, or with both :

Provided that nothing in this section shall extend to the opening, detaining, or delaying of any postal article under the authority of this Act, or in obedience to the order in writing of the Governor-General in Council or the direction of a competent Court.

Penalty for fraud in connection with official marks and for receipt of excess postage.

54. Whoever, being an officer of the Post Office,—

- (a) fraudulently puts any wrong official mark on a postal article, or
- (b) fraudulently alters, removes, or causes to disappear, any official mark which is on a postal article, or
- (c) being entrusted with the delivery of any postal article, knowingly demands or receives any sum of money in respect of the postage thereof which is not chargeable under this Act,

shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

Penalty for fraudulently preparing, altering, secreting, or destroying Post Office documents.

55. Whoever, being an officer of the Post Office entrusted with the preparing or keeping of any document, fraudulently prepares the document incorrectly, or alters, or secretes, or destroys the document, shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

56. Whoever, being an officer of the Post Office, sends by post, or puts into any mail bag, any postal article upon which postage has not been paid or charged in the manner prescribed by this Act, intending thereby to defraud the Government of the postage on such postal article, shall be punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

Penalty for fraudulently sending unpaid postal articles.

57. (1) Whoever, being an officer of the Post Office, employed in any place in India beyond the limits of British India in which posts are established by the Governor-General in Council, or being appointed to sell postage stamps in any such place, commits therein an offence punishable under this Act, shall be punishable either in the place where the offence was committed by any Court or officer duly empowered by the Governor-General in Council to take cognizance of offences committed in that place, or in any part of British India by any Court of competent jurisdiction as if the offence had been committed in that part.

Punishment of offences committed in India outside British India.

(2) The provisions of section 188 of the Code of Criminal Procedure, 1898, shall not apply to any offence referred to in this section.

#### *Other Offences.*

58. (1) Whoever—

Penalty for contravention of section 4.

(a) conveys, otherwise than by post, a letter within the exclusive privilege conferred on the Governor-General in Council by section 4, or

(b) performs any service incidental to conveying, otherwise than by post, any letter within the exclusive privilege aforesaid, or

(c) sends, or tenders or delivers in order to be sent, otherwise than by post, a letter within the exclusive privilege aforesaid, or

(d) makes a collection of letters excepted from the exclusive privilege aforesaid for the purpose of sending them otherwise than by post,

shall be punishable with fine which may extend to fifty rupees for every such letter.

(2) Whoever, having already been convicted of an offence under this section, is again convicted thereunder, shall, on every such subsequent conviction, be punishable with fine which may extend to five hundred rupees.

59. (1) Whoever, in contravention of the provisions of section 5, carries, receives, tenders, or delivers letters, or collects letters, shall

Penalty for contravention of section 5.

be punishable with fine which may extend to fifty rupees for every such letter.

(2) Whoever, having already been convicted of an offence under this section, is again convicted thereunder, shall, on every such subsequent conviction, be punishable with fine which may extend to five hundred rupees.

Penalty for breach of rules under section 16.

60. Whoever, being appointed to sell postage stamps,—

(a) takes from any purchaser for any postage stamp or quantity of postage stamps a price higher than that fixed by any rule made under section 16, sub-section (3), clause (a), shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to two hundred rupees, or with both; or

(b) commits a breach of any other rule made under section 16, shall be punishable with fine which may extend to two hundred rupees.

Penalty for contravention of section 19 or 20.

61. (1) Whoever, in contravention of the provisions of section 19 or section 20, sends or tenders or makes over in order to be sent by post any postal article or anything, shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

(2) The detention in the Post Office of any postal article on the ground of its having been sent in contravention of the provisions of section 19 or section 20, shall not exempt the sender from any proceedings which might have been taken if the postal article had been delivered in due course of post.

Penalty for defiling or injuring post office letter-boxes.

62. Whoever places in or against any letter-box provided by the Post Office for the reception of postal articles any fire, match, or light, any explosive, dangerous, filthy, noxious, or deleterious substance, or any fluid, or commits a nuisance in or against any such letter-box, or does anything likely to injure any such letter-box or its appurtenances or contents, shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

Penalty for affixing without authority thing to, or painting, tarring or disfiguring, post office or post office letter-box.

Penalty for making false declaration.

63. Whoever, without due authority, affixes any placard, advertisement, notice, list, document, board or other thing in or on, or paints, tars, or in any way disfigures any post office or any letter-box provided by the Post Office for the reception of postal articles, shall be punishable with fine which may extend to fifty rupees.

64. Whoever, being required by this Act to make a declaration in respect of any postal article to be sent by post, or the contents of value thereof, makes in his declaration any statement which he knows,

or has reason to believe, to be false, or does not believe to be true, shall be punishable with fine which may extend to two hundred rupees, and, if the false declaration is made for the purpose of defrauding the Government, with fine which may extend to five hundred rupees.

65. Whoever, being the master of a ship,—

- (a) fails to comply with the provisions of section 40, or,  
 (b) without reasonable excuse, the burden of proving which shall lie on him, fails to deliver any postal article or mail bag, or to comply with the directions of the officer in charge of the post office at a port of arrival, as required by section 41,

Penalty for master of ship failing to comply with the provisions of section 40 or 41.

shall be punishable with fine which may extend to one thousand rupees.

66. (1) Whoever, being either the master of a ship arriving at any port in British India or any one on board, knowingly has in his baggage or in his possession or custody, after the postal articles on board or any of them have been sent to the post office at the port of arrival, any postal article within the exclusive privilege conferred on the Governor-General in Council by section 4, shall be punishable with fine which may extend to fifty rupees for every such postal article as aforesaid.

Penalty for detention of letters on board vessel arriving in port.

(2) Whoever, being such master or other person as aforesaid, detains any such postal article as aforesaid after demand made for it by an officer of the Post Office, shall be punishable with fine which may extend to one hundred rupees for every such postal article.

67. Whoever, except under the authority of this Act or in obedience to the order in writing of the Governor-General in Council or the direction of a competent Court, detains the mails or any postal article in course of transmission by post, or on any pretence opens a mail bag in course of transmission by post, shall be punishable with fine which may extend to two hundred rupees :

Penalty for detaining mails or opening mail bag.

V of 1898. Provided that nothing in this section shall prevent the detention of an officer of the Post Office carrying the mails or any postal article in course of transmission by post, on a charge of having committed an offence declared to be cognizable by the Code of Criminal Procedure, 1898, or any other law for the time being in force.

68. Whoever fraudulently retains, or wilfully secretes or makes away with, or keeps or detains, or, when required by, an officer of the Post Office, neglects or refuses to deliver up, any postal article in course of transmission by post which ought to have been delivered to any other person, or a mail bag containing a postal article, shall be

Penalty for retaining postal articles wrongly delivered or mail bags.



punishable with imprisonment for a term which may extend to two years, and shall also be punishable with fine.

Penalty for unlawfully diverting letters.

69. Whoever, not being an officer of the Post Office, wilfully and maliciously, with intent to injure any person, either opens or causes to be opened any letter which ought to have been delivered, or does any act whereby the due delivery of a letter to any person is prevented or impeded, shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both :

Provided that nothing in this section shall apply to a person who does any act to which the section applies, if he is a parent, or in the position of a parent or guardian, of the addressee, and the addressee is a minor or a ward.

#### *General.*

Penalty for abetting, or attempting to commit, offences under Act.

70. Whoever abets the commission of any offence punishable under this Act, or attempts to commit any offence so punishable, shall be punishable with the punishment provided for that offence.

Property in cases of offences to be laid in the Post Office.

71. In every prosecution for an offence in respect of a mail bag or of any postal article sent by post, it shall be sufficient, for the purpose of the charge, to describe the mail bag or postal article as being the property of the Post Office, and it shall not be necessary to prove that the mail bag or postal article was of any value.

Authority for prosecutions under certain sections of Act.

72. No Court shall take cognizance of an offence punishable under any of the provisions of sections 51, 53, 54, clauses (a) and (b), 55, 56, 58, 59, 61, 64, 65, 66, and 67 of this Act, unless upon complaint made by order of, or under authority from, the Director-General or a Postmaster-General.

#### CHAPTER XI.—*Supplemental.*

Zamindari and other district posts.

73. (1) The Governor-General in Council may make rules for the management of any zamindari or other district post.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may declare what portions of this Act shall be applicable to zamindari and other district posts and to the persons employed in connection therewith.

General power to make rules and provisions as to rules under Act.

74. (1) In addition to the powers hereinbefore conferred, the Governor-General in Council may make rules to carry out any of the purposes and objects of this Act.

(2) In making any rule under this Act, the Governor-General in Council may direct that a breach of it shall be punishable with fine which may extend to fifty rupees.

(3) All rules made by the Governor General in Council under this Act shall be published in the Gazette of India and, on such publication, shall have effect as if enacted by this Act.

75. The Governor General in Council may, by notification in the Gazette of India, authorize, either absolutely or subject to conditions, the Director General to exercise any of the powers conferred upon the Governor General in Council by this Act, other than a power to make rules. Delegation of powers other than rule-making powers, to Director General.

76. The enactments mentioned in the second schedule are repealed to the extent specified in the fourth column thereof. Repeal.

21 Geo. 3, c. 70. 77. Nothing in this Act shall derogate from or affect the provisions of the East India Company Act, 1780, or any enactment amending or extending the same. Saving.

## THE FIRST SCHEDULE.

### INLAND POSTAGE RATES.

(See section 7.)

#### LETTERS.

For a weight not exceeding half a tola	.	.	.	Half an anna.
For a weight not exceeding one tola	.	.	.	One anna.
For every tola or fraction thereof exceeding one tola	.	.	.	One anna.

#### POSTCARDS.

Single	.	.	.	.	.	.	.	Quarter of an anna.
Reply	.	.	.	.	.	.	.	Half an anna.

#### BOOK, PATTERN AND SAMPLE PACKETS.

For every ten tolas or fraction thereof	.	.	.	Half anna.
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#### NEWSPAPERS.

For a weight not exceeding three tolas	.	.	.	Quarter of an anna.
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#### REGISTERED NEWSPAPERS.

For a weight not exceeding twenty tolas	.	.	.	Half an anna.
For every twenty tolas or fraction thereof exceeding twenty tolas	.	.	.	Half an anna.

#### PARCELS.

For a weight not exceeding twenty tolas	.	.	.	Two annas.
For a weight not exceeding forty tolas	.	.	.	Four annas.
For every additional forty tolas or fraction thereof exceeding forty tolas	.	.	.	Four annas.

## THE SECOND SCHEDULE.

## ENACTMENTS REPEALED.

*(See section 76.)*

Year.	No.	Short title.	Extent of repeal.
1866	XIV	The Indian Post Office Act, 1866 .	The whole.
1882	III	The Seditious Publications Act, 1882	So much as is unrepealed.
1895	III	The Indian Criminal Law Amend- ment Act, 1895.	Section 7.
1896	XVI	The Indian Post Office Act (1866) Amendment Act, 1896.	The whole.
1897	XIV	The Indian Short Titles Act, 1897 .	So much as relates to Act XVI of 1896.

## APPENDIX No. 2.

## NOTIFICATIONS ISSUED BY THE GOVERNOR-GENERAL IN COUNCIL UNDER, OR IN CONNECTION WITH, THE INDIAN POST OFFICE ACT (VI OF 1898).

## LIST OF NOTIFICATIONS.

No. assigned to Notification in this Appendix.	No. and date of notification	Gazette of India in which published	SUBJECT	Page	REMARKS.
1	1429 C. 30th Mar 1899. —S.R.	30th Mar 1899.	Rules and orders passed by the Governor General in Council under the provisions of the Post Office Act of 1898, and in supersession of all previous Notifications.	33	
2	2326 26th May 1899. —S.R.	27th May 1899.	Addition to list of British possessions which have joined the Imperial penny postage scheme.	73	
3	3566 4th Aug. 1899. —S.R.	5th Aug. 1899.	Amendment to Rules and orders passed under the provisions of the Post Office Act of 1898.	74	
4	4148 6th Sept. 1899. —S.R.	5th Sept. 1899.	Addition to list of British possessions which have joined the Imperial penny postage scheme.	78	See also Serial No. 2.
5	4574 5th Oct. 1899. —S.R.	7th Oct. 1899.	Rules relating to the packing of human and other viscera for transmission by post to Chemical Examiners for analysis.	78	
6	4598 6th Oct. 1899. —S.R.	7th Oct. 1899.	Amendment to rules and orders passed under the provisions of the Post Office Act of 1898.	79	
7	4868 24th Oct. 1899. —S.R.	28th Oct. 1899.	Rules relating to the conditions under which cultures or other articles, known or believed to contain the living germs of plague may be transmitted by post to a Government Laboratory, etc.	80	

LIST OF NOTIFICATIONS—*contd.*

No assigned to Notification in this Appendix.	No and date of notification.	Gazette of India in which published.	SUBJECT.	Page.	REMARKS.
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Appendix No. 2, page 30—

*Insert the following items (8 to 17) below the column headings on this page:—*

8	5505 —S.R.	4th Dec. 1899	9th Dec. 1899.	Amendment to rules passed under the provisions of the Post Office Act of 1898.	80a	
9	3126 —S R	21st June 1900	23rd June 1900.	Revised rules prescribing the conditions, subject to which cultures or other articles, known or believed to contain the living germs of plague, may be transmitted by the inland post.	"	See also Serial No. 13.
10	3146 —A.	22nd June 1900.	23rd June 1900.	Amendment to rules passed under the provisions of the Post Office Act of 1898.	80b	
11	3275 —S.R.	27th June 1900.	30th June 1900.	Do. do. do.	80c	
12	4230 —S R.	20th Aug 1900.	25th Aug 1900.	Rule prescribing the conditions, subject to which parcels may be accepted for transmission by post when tendered at a post office within a plague-infected area.	80d	
13	4681 —S R	18th Sep. 1900.	22nd Sep. 1900.	Modification of rule (1) of the rules published in Notification No. 3126—S. R., dated 21st June 1900.	"	
14	5423 —S R	25th Oct. 1900.	27th Oct. 1900.	Amendment to rules passed under the provisions of the Post office Act of 1898.	80e	
15	5794 —S.R.	20th Nov. 1900.	24th Nov 1900.	Addition to do. do.	"	
16	5909 —S.R.	26th Nov. 1900.	1st Dec. 1900.	Addition to list of British possessions which have joined the Imperial penny postage scheme.	80f	
17	6468 —S R	22nd Dec 1900.	29th Dec 1900.	Do. do. do.	"	

[Substitute this correction slip for the one bearing the same No. previously issued and remove and destroy the latter.]

No. 24.

LIST OF NOTIFICATIONS—*contd.*

No. assigned to Notification in this Appendix.	No. and date of notification.	Gazette of India in which pub- lished.	SUBJECT.		Page.	REMARKS.

Appendix No. 2, page 31—

*Insert the following entries in the appropriate columns of the List of Notifications :—*

18	1604 —S.R.	20th Mar 1901.	23rd Mar 1901	Amendments to rules passed under the provisions of the Post Office Act of 1898		80g
19	2178 —S.R.	22nd Apl. 1901.	27th Apl 1901.	Ditto.	ditto.	80h
20	2573 —S.R.	13th May 1901.	18th May 1901.	Ditto	ditto.	80h

No. 82

Appendix No. 2, page 31—

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the

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No 226.



## Appendix No. 2.

### NOTIFICATIONS ISSUED BY THE GOVERNOR GENERAL IN COUNCIL UNDER, OR IN CON- NECTION WITH, THE INDIAN POST OFFICE ACT, 1898.

No. 1.—Government of India, Finance and Commerce Department Notification No. 1429C.—*S. R.*, dated Calcutta, the 30th March 1899 (published in *Gazette of India*, Extraordinary, of the same date).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), and in supersession of all existing notifications under that Act or the Indian Post Office Act, 1866 (XIV of 1866), the Governor General in Council is pleased to issue the following rules and orders :—

#### PART I.—Rates of postage.

##### I.—Inland postal articles.

1. ~~25~~ The following rates of postage shall be chargeable on postal articles where the postage is prepaid :—

Appendix No. 2, Serial No. 1, page 33—

*Rule 1.—Strike out the asterisk [\*] after the No. of the rule, as well as the foot-note (at the bottom of the page) to which it refers, and under the head Post-cards substitute the following for the present entries :—*

##### **Post-cards.**

For a single post-card	. One-quarter of an anna.
For a reply post-card	. Half an anna, that is one quarter of an anna for each portion of the reply post-card.

an anna.

[Government of India, Finance and Commerce Department, Notification No. 3566-S.R., dated 4th August 1899—Serial No. 3 of this Appendix.] Commerce  
16. 3 of this



***Book, pattern and sample packets.***

For every ten tolas or part  
of that weight . . . Half an anna.

***Registered newspapers.***

For a newspaper not ex-  
ceeding four tolas in  
weight . . . One-quarter of an anna.

For a newspaper exceeding  
four tolas but not exceed-  
ing twenty tolas in  
weight . . . Half an anna.

For every additional twenty  
tolas or part of that  
weight . . . Half an anna.

Appendix No. 2, Serial No. 1, page 34—

*Rule 1.—Under the head Parcels substitute the following  
for the present entries:—*

***Parcels.******(a) Parcels not exceeding 440 tolas in weight—***

For a parcel not exceeding  
twenty tolas in weight . Two annas.

For a parcel exceeding  
twenty tolas, but not ex-  
ceeding forty tolas in  
weight . Four annas.

For every additional forty  
tolas or part of that  
weight . Two annas. on the  
aid or is

***(b) Parcels exceeding 440 tolas in weight—***

For a parcel exceeding 440  
tolas, but not exceeding  
480 tolas in weight . Three rupees. aid rate.

For every additional forty  
tolas or part of that  
weight . Four annas. ency.

[Government of India, Finance and Commerce Department,  
Notification No. 2573-S.R., dated 13th May 1901—Serial No. 20 of  
this Appendix.]

No. 84.

Depart-  
3 of this

the half for which the post-  
age is not prepaid.

[Government of India, Finance and Commerce Department,

## II.—Foreign postal articles.

3. The following are declared to be the rates of postage chargeable on postal articles where the postage is prepaid.

Appendix No.

*Rule 3.—  
and under the  
present entries*

Appendix No. 2, Serial No. 1, page 35—

*Rule 3 (as amended by C. S. No. 86).—Under the head Letters substitute the following for the present entries on this page :—*

### Letters.

*For the Un  
and Protectora*

Ascension.  
Bahamas.  
Barbados.  
Bermuda.  
British Cent  
British East  
British Guia  
British Hon  
Canada  
Cape Colon  
Cyprus.  
Falkland Is'  
Fiji Islands  
Gambia.  
Gibraltar.  
Gold Coast  
Hong Kong  
Jamaica <sup>(a)</sup>.  
Johore.  
Labuan  
Lago

*For the United Kingdom and the following British Possessions and Protectorates [\*]:—*

Ascension.  
Bahamas.  
Barbados.  
Bermuda.  
British Central Africa.  
British East Africa.  
British Guiana.  
British Honduras.  
Canada.  
Cape Colony <sup>(b)</sup>.  
Cyprus.  
Falkland Islands.  
Fiji Islands.  
Gambia.  
Gibraltar.  
Gold Coast Colony.  
Hong Kong (including the  
British Postal Agencies at  
Amoy, Canton, Foochow,  
Hankow, Hoikow, Liu Kung  
Tau, Ningpo, Shanghai, and

Malay States (Protected),  
namely—

Perak,  
Selangor,  
Negri Sembilan, and  
Pahang.  
Natal.  
Newfoundland.  
New Zealand <sup>(d)</sup>.  
Niger Coast Protectorate.  
Niger Territory.  
North Borneo <sup>(e)</sup>.  
Orange River Colony <sup>(e)</sup>  
St. Helena.  
Sarawak.  
Seychelles.  
Sierra Leone.  
Straits Settlements.  
Tobago.  
Transvaal <sup>(e)</sup>.  
Trinidad.

Appendix No.

*For the present foot-note substitute the following :—*

[\*See additions made to this list by Government of India, Finance and Commerce Department, Notifications No. 2326—S. R., dated 26th May 1899, No. 4148—S. R., dated 6th September 1899, No. 5909—S. R., dated 26th November 1900 and No. 6468

*For any other part of the world served by the Foreign post with the exception of Ceylon:—*

For a letter not exceeding half an ounce in weight .	. Two and a half annas.
For every additional half ounce or part of that weight . . . .	. Two and a half annas.
<i>For Ceylon</i> . . . .	. Indian inland rates.

### ***Postcarāṣ.***

*For any part of the world served by the Foreign post with the exception of Ceylon:—*

For a single postcard . .	. One anna.
For a reply postcard . .	. Two annas.
<i>For Ceylon</i> . . . .	. Indian inland rates.

### ***Printed papers (including newspapers and books).***

*For any part of the world served by the Foreign post with the exception of Ceylon:—*

For a packet not exceeding two ounces in weight .	. Half an anna.
For every additional two ounces or part of that weight . . . .	. Half an anna.
<i>For Ceylon</i> . . . .	. Indian inland rates.

### ***Business papers (legal and commercial documents).***

*For any part of the world served by the Foreign post with the exception of Ceylon:—*

For a packet not exceeding ten ounces in weight .	. Two and a half annas.
For every additional two ounces or part of that weight . . . .	. Half an anna.
<i>For Ceylon</i> . . . .	. Indian inland rates.

*Samples.*

*For any part of the world served by the Foreign post with the exception of Ceylon :—*

For a packet not exceeding four ounces in weight . . . . .	One anna.
For every additional two ounces or part of that weight. . . . .	Half an anna.
<i>For Ceylon</i> . . . . .	Indian inland rates.

*Registered newspapers.*

<i>For Ceylon</i> . . . . .	Indian inland rates.
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*Parcels.*

The Director General shall, from time to time, declare in the Indian Postal Guide the countries and places to which parcels may be transmitted by the Foreign post, and the rates of postage chargeable in each case.

In the case of Ceylon the Indian inland rates of postage shall be applicable, provided that prepayment of postage, and registration, shall be compulsory.

4. The following are declared to be the rates of postage chargeable on the delivery of postal articles, other than parcels received by the Foreign post, where the postage is not prepaid or is insufficiently prepaid :—

When the postage is not prepaid . . . . .	Double the prepaid rate.
When the postage is insuffi- ciently prepaid . . . . .	Double the deficiency.

## **PART II.—Main conditions of transmission by post of postal articles.**

### **I.—Inland postal articles.**

#### **(a) Postcards.**

5. Single and reply cards of private manufacture, with or without adhesive postage stamps affixed thereto in payment of postage, may be transmitted by post as postcards :

Provided that they are in conformity, as regards size and weight, with the inland postcards issued by the Post Office.

Appendix No. 2, Serial No. 1, page 38—

*Rule 6.—Para. (1): strike out the foot-note (at the bottom of the page) referring to the rule and substitute the following for the present paragraph:—*

6. (1) Nothing shall be written, printed or otherwise impressed the address-side of a postcard, except—
- (a) The heading "Postcard" or "Reply Postcard."
  - (b) The name and address of the addressee;
  - (c) The name and address of the sender;
  - (d) The date of posting;
  - (e) Engravings or advertisements, provided that sufficient space is left for a clear address and for the official marks of the Post Office.

*Explanation.*—The exception as regards advertisements being allowed on the address-side of a postcard is restricted to printed advertisements.—[*Government of India, Finance and Commerce Department, Notification No. 3566-S. R., dated 4th August 1899—Serial No. 3 of this Appendix.*]

No. 87.

7. Should any of the conditions imposed by rules 5 and 6 be infringed, the postcard shall be treated as a letter.

**(b) Book packets.**

Appendix No. 2, Serial No. 1, page 38—

*Rule 8.—Clause (1): for this clause substitute the following:—*

- (1) Newspapers and publications of all kinds; books whether blank or printed; engravings; photographs, drawings, plans, maps, printed music, and proofsheets, with or without the manuscript relating thereto; blank paper, parchment, or card-board; and, generally, anything printed, engraved, lithographed or papyrographed on paper, parchment or card-board:

Provided that no card bearing the heading "Postcard" shall be allowed to be transmitted open by post as a book packet.—[*Government of India, Finance and Commerce Department, Notification No. 3566-S. R., dated 4th August 1899—Serial No. 3 of this Appen-*

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- (3) Written letters of old date which have previously passed through the post and served their original purpose.

With any of the above-mentioned articles may be sent anything that is necessary for their safe transmission through the post, such as rollers, etc., and with any of the articles mentioned in clause (1) may be sent any legitimate binding, mounting, or covering, loose or attached, and anything that ordinarily appertains to such articles, as pens and pencils in the case of a pocket-book, photographs in the case of a photograph-book, and card-plates in the case of visiting cards.

Manuscript for the press shall not be reckoned as having the character of personal correspondence within the meaning of clause (2), and may be sent as a book packet.

9. No communication of the nature of a letter, or having the character of a personal communication, shall be enclosed with, or written upon, the contents of a book packet :

Provided that nothing in this rule shall be held to prohibit inscriptions or entries stating who the sender is or to whom the articles are to be given, or to prohibit purely complimentary greetings from being entered, in writing or otherwise, on Christmas, New Year and Birthday cards and similar articles.

10. A book packet shall not contain "paper-money", which for the purposes of this rule includes unobliterated postage or other stamps, currency notes, hundies, cheques, bank-notes, bankpost bills, bills of exchange, and all orders or authorities for the payment of money.

*Explanation.*—This rule shall not apply to a book packet containing a stamped and addressed envelope, postcard, or wrapper, forwarded by the sender of the packet in order that such envelope, card, or wrapper may be returned through the post to the sender or sent to some other person designated by him.

11. The dimensions of a book packet, which may be of any shape, shall not exceed two feet in length by one foot in width and one foot in depth. When, however, the packet is in the form of a roll, the length shall not exceed thirty inches :

Provided that, if the length exceeds twenty-four inches (two feet) the diameter shall not exceed four inches.

12. A book packet shall be posted without a cover, or with a cover entirely open at both ends, or in an unfastened envelope or in a cover which can be easily removed so as to admit of a ready examination of the contents. The ends of the packet, however, may be tied with string.

*Illustration.*—A closed envelope notched at the sides or ends does not admit of a ready examination of its contents, and does not therefore, fulfil the conditions prescribed by this rule.

13. If a book packet is found to contain anything not permitted by the rules or to be in excess of the prescribed size, or to be packed in a manner not in accordance with the rules, it shall be charged on delivery with letter or parcel postage, whichever may be less. Any postage stamps that may be affixed to it shall, however, be recognised in assessing the charge.

Appendix No. 2, Serial No. 1, page 40—

*Rules 14, 15, 16 and 17: strike out the foot-note (at bottom of the page) referring to these rules and substitute the following for the present rules:—*

(c) **Pattern packets.**

14. (1) A pattern packet may contain *bona fide* trade pattern or samples of merchandise not having any saleable value, together with, or without, any matter which may be sent as a book packet. There shall be no writing upon or in pattern packet, except the name and address of the sender, the name and address of the person for whom it is intended, a trade-mark, numbers, prices, and indications as to the weight, size or quantity to be disposed of.

(2) Objects of natural history, dried or preserved animals and plants, geological specimens and other similar objects shall also be admitted to transmission by post at the rates of postage for pattern packets, provided that they are not sent for a commercial purpose, and that they are packed in the manner prescribed for pattern packets generally.—[*Government of India, Finance and Commerce Department, Notification No. 3566-S. R., dated 4th August 1899—Serial No. 3 of this Appendix.*]

15. The dimensions of a pattern packet shall not exceed two feet in length by one foot in width and one foot in depth; and the weight shall not exceed eighty tolas.—[*Government of India, Finance and Commerce Department, Notification No. 4598-S. R., dated 6th October 1899—Serial No. 6 of this Appendix.*]

16. (1) A pattern packet shall be posted without a cover, or with a cover open at both ends, or in an unfastened envelope or other cover which can be easily removed so as to admit of a ready examination of the contents.

(2) Samples of seeds, drugs and other articles which cannot be sent in unfastened or removeable envelopes may be sent enclosed in boxes or bags, provided that they are fastened in such a way that they can be easily opened: they may also be sent in air-tight cases when necessary, provided that the nature of the contents is certified

by post as registered newspapers, provided that they are posted in accordance with the following conditions:—

- (1) The newspaper shall be registered in the office of the Postmaster-General, or officer exercising the powers of the Postmaster-General, of the postal circle in which it is published. Such registration shall cease to have effect at the close of the calendar year following that in which it was effected, and must be renewed if a continuance of the privilege conferred by the system beyond that time is desired.
- (2) The postage shall be prepaid by postage stamps.
- (3) The newspapers shall bear in print immediately above the address the word "Registered" followed by the registration number which shall be assigned to it by the Postmaster-General or other officer referred to in condition (1).
- (4) The newspaper shall be posted at the place of publication.
- (5) The newspaper shall be posted without a cover or in a short cover open at the ends.
- (6) There shall be no word printed on the newspaper after its publication or upon the cover (if any) thereof, nor shall any writing or mark be made upon it or upon the cover (if any) thereof, except the name and address of the person to whom it is sent, and, if desired, the name and address of the newspaper, or of the sender.
- (7) There shall be no paper or thing enclosed in or with any such newspaper other than an extra or supplement as specified in section 9 of the Act.

Nothing in this rule shall be held to prevent newspapers being transmitted by post, either singly or otherwise, at the rates, and under the conditions, prescribed for book packets.

### (e) *Parcels.*

19. A parcel may contain one (but shall not contain more than one) written communication of the nature of a letter, or having the character of a personal communication :

Provided that the communication shall be addressed only to the addressee of the parcel itself.

20. A parcel shall not exceed 440 tolas in weight, unless it is registered, in which case the weight shall not exceed 25 seers (2,000 tolas). A parcel shall not be of a kind which, owing to size, shape,



placed in a wooden box furnished with saw-dust, cotton, or some spongy material in sufficient quantity to absorb the liquid in case the bottle be broken. Finally, the box itself shall be enclosed in a case of metal, or of wood with a screw top, or of strong and thick leather.

*Explanation.*—When use is made of perforated wooden blocks of the thickness of at least  $\frac{1}{16}$ th of an inch in the weakest part, with a sufficient quantity of absorbent material inside and provided with a cover, the blocks need not be enclosed in a second case.

(5) Fatty substances which are not easily liquefied, such as ointments, soft soaps, resins, etc., shall be enclosed in an inner cover (box, bag of linen or parchment, etc.) which shall itself be placed in a second box of wood, metal or strong and thick leather.

(6) Dry powders, whether dyes or not, shall be placed in cardboard boxes, which themselves shall be enclosed in a bag of linen or parchment.

(7) Live bees shall be enclosed in boxes so constructed as to prevent all danger and to allow the contents to be ascertained.—[*Government of India, Finance and Commerce Department, Notification No. 3566-S. R., dated 4th August 1899—Serial No. 3 of this Appendix.*]

17. (1) If a pattern packet is found to contain anything not permitted by the rules, or to be in excess of the prescribed size or weight, or to be packed in a manner not in accordance with the rules, it shall be charged on delivery with letter or parcel postage, whichever may be less. Any postage stamps that may be affixed to it shall, however, be recognised in assessing the charge.

(2) If a packet containing samples of any of the articles mentioned in clauses (3) to (7) of rule 16 is not packed in the manner prescribed therein, it shall not be forwarded.—[*Government of India, Finance and Commerce Department, Notification No. 3566-S. R., dated 4th August 1899—Serial No. 3 of this Appendix.*]



manner of packing, or any other cause, cannot be carried by post without serious inconvenience or risk.

21. The postage on a parcel, unless it is a registered parcel, shall be fully prepaid by means of postage stamps which shall be affixed either to the cover of the parcel or to an official label which can be obtained free at the post office. In either case, the sender or his messenger shall affix the stamps himself, postal officials being strictly forbidden to affix them.

The postage, including the registration fee, on a registered parcel may be either fully prepaid or wholly unpaid: partial prepayment of postage shall not be recognized.

22. [\*] Every parcel intended for transmission by post shall be presented at the window of the post office. Any parcel found in a letter-box shall be treated and charged as a registered parcel.

### *(f) Re-direction of postal articles.*

23. A postal article re-directed to any place served by the Inland post by an officer of the Post Office or by an agent of the addressee after its delivery shall be transmitted by post free of charge in respect of such further transmission:

Provided that,—

- (1) in the case of an unregistered article re-directed by an agent of the addressee,—the article has not been opened and has been either returned to the postman or re-posted at the place of delivery; and,
- (2) in the case of a registered article re-directed by an agent of the addressee,—the article has not been opened and has been returned to the postman at the place of delivery with the receipt unsigned.

24. A postal article re-posted after having been opened, or re-posted at any place other than the place at which it was delivered, shall be treated as a postal article posted for the first time, and charged with postage accordingly. A registered article of which delivery has been taken can be re-posted only under the conditions prescribed for the posting of registered articles for the first time.

## **II.—Foreign postal articles.**

25. The Director General shall, from time to time, notify in the Indian Postal Guide the conditions in force for the transmission of postal articles by the Foreign post:

Provided that the rules relating to inland registered newspapers shall be deemed to apply in the case of newspapers sent to Ceylon.

~~For instructions as to the Government of the Post Office and Commerce Department, see Notification No. 3506—S. D., dated 4th August 1896.—Serial No. 3 of this Appendix.~~

***Treatment of postal articles from abroad bearing fictitious or previously used stamps.***

26. Where a postal article has been received by post from any place beyond the limits of British India, bearing a fictitious or previously used postage stamp, and the addressee of such postal article has failed to attend, by himself or his agent, at the post office of delivery within the time specified in the notice sent to him in that behalf, or, having so attended, has refused to make known the name and address of the sender or to re-deliver the postal article or such portion thereof as may be required under section 27 of the Act, and, in consequence of such failure or refusal, the postal article has not been delivered to the addressee or his agent, the postal article shall be disposed of in the following manner:—

The officer in charge of the post office at which the postal article has been received for delivery, shall record a statement, in such form as the Director-General shall prescribe, setting forth the action taken by him under the provisions of section 27 of the Act, and the fact of such failure or refusal as aforesaid on the part of the addressee or his agent; and shall forward the statement, together with the postal article, through the usual channel, to the Director-General.

The Director-General shall then, in due course, transmit the statement, together with the postal article, to the Postal Administration of the place beyond the limits of British India from which the article was received.

**PART III.—Registration of postal articles.**

**I.—Inland postal articles.**

27. Letters, postcards, book and pattern packets and parcels may be registered at any post office for transmission by post to any other post office.

Appendix No. 2, Serial No. 1, page 43—

*Rule 28.—For this rule substitute the following:—* 1s.

28. In addition to the postage, a fee of two annas shall be charged s.  
for the registration of any postal article.—[Government of India, s.  
Finance and Commerce Department, Notification No. 2573-S.R.,  
dated 13th May 1901—Serial No. 20 of this Appendix.]

No. 93. wing:—

Registration fees shall be  
in the case of all registered articles and shall be made

Appendix No. 2, Serial No. 1, page 42—

*Above rule 21 introduce the following additional*

20A. (1) A parcel shall be packed and enclosed in a strong case, wrapper, or cover, fastened in a manner calculated to preserve the contents from loss or damage in the post, to prevent any tampering therewith, and to protect other postal articles from being damaged in any way thereby.

(2) Liquids and substances which liquefy easily shall be despatched in a double receptacle. Between the first receptacle (bottle, flask, pot, box, etc.) and the second (which shall be a box of metal or of strong wood) some space shall be left to be filled with sawdust, bran, or some other absorbing material.

(3) Live bees shall be enclosed in suitable cases and so packed as to prevent all risk of injury to other postal articles in course of transmission by post or to officers of the Post Office.—[*Government of India, Finance and Commerce Department, Notification No. 3566-S.R., dated 4th August 1899—Serial No. 3 of this Appendix.*]

No. 90.

Appendix No. 2, Serial No. 1, page 42—

*Rule 21.—For this rule substitute the following :—*

21. The postage on a parcel shall be fully prepaid by means of postage stamps which shall be affixed either to the cover of the parcel or to an official label which can be obtained free at the post office. In either case, the sender or his messenger shall affix the stamps himself, postal officials being strictly forbidden to affix them.—[*Government of India, Finance and Commerce Department Notification No. 2573-S.R., dated 13th May 1901—Serial No. 20 of this Appendix.*]

No. 91.

Appendix No. 2, Serial No. 1, page 42—

*Rule 22.—Strike out the foot-note (at the bottom of the page) referring to the rule, and substitute the following for the present rule :—*

22. (1) Every parcel intended for transmission by post shall be presented at the window of the Post Office. Any parcel found in a letter-box shall be treated and charged as a registered parcel.

(2) If a parcel containing any of the articles mentioned in clauses (2) and (3) of rule 20A is not packed in the manner prescribed therein, it shall not be forwarded.—[*Government of India, Finance and Commerce Department Notification No. 2566-S.R.*]

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of the postage and registration fee on registered articles shall be made by means of postage stamps affixed to the articles.

30. Articles intended for registration shall be presented at the window of the post office.

31. A receipt shall be given to the person who presents an article for registration at the post office window during the hours prescribed for posting registered articles.

32. No registered article shall be delivered to the addressee unless and until he or his agent has signed a receipt for it in such form as the Director-General shall prescribe.

33. The sender of a registered article shall be entitled to obtain an acknowledgment of its delivery signed by the addressee by paying a fee of one anna, in addition to the postage and registration fee, at the time of posting the article. The fee for a special acknowledgment shall be paid by means of postage stamps affixed to the article in the case of registered postcards, letters, and packets, and in cash in the case of registered parcels.

34. The sender of a registered article may obtain an attested copy of the original receipt signed by the addressee on payment of a special fee of three annas, provided that he makes his application for it within six months of the date on which the addressee signed the original receipt.

Appendix No. 2, Serial No. 1, page 44—

*Rule 35.—For this rule substitute the following :—*

35. Registration shall be obligatory in the case of—

- (1) any parcel exceeding 440 tolas in weight;
- (2) any insured parcel; and
- (3) any parcel addressed to a place for which a customs declaration is required.—[*Government of India, Finance and Commerce Department, Notification No. 2573-S.R., dated 13th May 1901—Serial No. 20 of this Appendix.*]

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render registration of a packet compulsory only by reason that it contains a stamped envelope, postcard, or wrapper as provided by the explanation to rule 10.

(2) Twice the fee for registration shall be levied on the delivery of any postal article required under this rule to be registered at the time of posting on which the fee for registration has not been prepaid.

## II.—Foreign postal articles.

37. Letters, postcards and packets may be registered for transmission to countries and places served by post, subject to such exceptions as the Director-General may from time to time, notify in the Indian Postal Guide.

38. In addition to the postage, a further fee of two annas shall be charged for the registration of any article to be sent by post.

39. The prepayment of the postage and registration fee for registered articles shall be compulsory, and shall be effected by the affixing of postage stamps to the articles.

40. Rules 30, 31 and 32, relating to the registration of postal articles, shall be equally applicable to articles registered or received by the foreign post.

### Appendix No. 2, Serial No. 1, page 45—

*Rule 41.—Strike out the foot-note (at the bottom of the page) referring to the rule and substitute the following for the present rule :—*

41. (1) The sender of a registered article addressed to a country belonging to the Universal Postal Union shall be entitled to obtain an acknowledgment of its delivery by paying a fee, in addition to the postage and registration fee, of one anna in the case of a registered article addressed to Ceylon, and of two annas in the case of a registered article addressed to any other such country.

(2) When the sender of a registered article addressed to a country belonging to the Universal Postal Union has not paid the fee for an acknowledgment of its delivery and desires to obtain an enquiry made by the Post Office regarding the disposal of the article, he shall be entitled to this service on payment of the same fee as is chargeable for an acknowledgment of delivery.—[Government of India, Finance and Commerce Department, Notifications No. 5423-S.R., dated 4th December 1899, and No. 5423-S.R., dated 25th December 1900—Serial Nos. 8 and 14, respectively, of this Appendix]

by post in British territory, and all risks, except the risk of highway robbery, in course of transmission by post in State territory as may be specified in this behalf in the Indian Postal Guide.

### Appendix No. 2, page 45—

*Rule 41.—Place an asterisk against the No. of the rule and add the following foot-note to it :—*



44. In addition to the postage and the fee for registration, the following further fees shall be charged for insurance :—

	Annas.
Where the value insured does not exceed ₹50 . . . . .	2
Where the value insured exceeds ₹50 but does not exceed ₹100 . . . . .	4
For every additional ₹100 or fraction thereof . . . . .	4

The further fees in the case of partially insured articles shall be charged at only half the above rates.

45. The prepayment of all charges on insured articles, namely, postage, registration fees and insurance fees, shall be compulsory. Payment in all cases shall be made by means of postage stamps affixed to the articles.

Appendix No. 2, Serial No. 1, page 46—

*Rule 46.—Strike out the foot-note (at the bottom of the page) referring to the rule, and substitute the following for the present rule :—*

46. The cover of a letter intended for insurance shall be of strong paper or other substantial material, securely closed and sealed at intervals not exceeding two inches along each fold or seam. A parcel intended for insurance shall be securely packed and enclosed in an outer covering of cloth, canvas or other substantial material, sealed at intervals not exceeding three inches along each line of sewing or join. All the seals affixed to an insured article shall be of the same kind of wax and shall bear distinct impressions of the same device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.—[*Government of India, Finance and Commerce Department, Notification No. 3275-S. R., dated 27th June 1900—Serial No. 11 of this Appendix.*]

No. 97.

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49. A receipt shall be given to the person who presents an article for insurance at the post office window during the hours prescribed for posting insured articles.

50. The sender of an insured article shall be entitled to obtain free of charge, an acknowledgment of its delivery signed by the addressee.

51. There shall be payable to the sender of an insured postal article compensation not exceeding the amount for which the article has been insured, for the loss of the postal article or its content or for any damage caused to it in course of transmission by post:

Appendix No. 2, page 46—

Appendix No. 2, page 46—

Provided that the compensation shall in no case exceed the value of the article lost or the amount of the damage caused, and provided that in the case of loss the sender shall furnish full particulars of the contents of the postal article and their value :

Provided, also, that no compensation shall be payable—

- (a) where there has been misdelivery arising out of incorrectness or incompleteness of the address written by the sender;
- (b) where there has been fraud on the part of the sender or addressee;
- (c) where the insured article has been delivered to the addressee and he has signed and returned the receipt therefor;
- (d) where the sender has not given intimation of the loss within three months from the date of posting;

#### Appendix No. 2, Serial No. 1, page 47—

*Rule 51.— Clause (e) of last proviso: strike out the footnote (at the bottom of the page) referring to the clause, and substitute the following for the present clause:—*

- (e) where the loss or damage was due to improper or insecure packing.—[*Government of India, Finance and Commerce Department, Notification No. 3275-S. R., dated 27th June 1900—Serial No. 11 of this Appendix.*]

No. 98.

... of its contents, the Post Office shall be entitled to open, and dispose of, such postal article or its contents should they be subsequently recovered, and the compensation paid not be refunded on demand being made.

53. Coin, bullion, precious stones, jewellery and articles of gold or silver may be sent by post only in insured registered letters or insured parcels. If a letter or parcel presented at the post office window is found to contain any such object of value, it shall not be accepted for transmission by post, unless the sender insures it; and if an uninsured article manifestly containing any such object of value is found in course of transmission by post, it shall be either intercepted and returned to the sender or forwarded to destination and delivered to the addressee subject to the payment of a fee of one rupee. The payment of this fee shall not impose any liability on the Government.

*Explanation.*—In this rule, the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but, not electro or other plated goods, or gold or silver lace, or embroidery.

## II.—Foreign parcels.

54. The Director-General shall, from time to time, notify in the Indian Postal Guide the countries and places for transmission to which foreign parcels may be insured, and the limit up to which such parcels may be insured in each case:

Provided that in no case shall such value exceed the real value of the contents of the parcel insured.

55. In addition to the postage, the following further fees shall be charged for insurance:—

### (a) *For insurance to Ceylon.*

	Annas.
Where the value insured does not exceed Rs100 . . . .	4
For every additional Rs100 or fraction thereof . . . .	4

### (b) *For insurance to other countries or places.*

Where the value insured does not exceed £5 . . . .	6
For every additional £5 or fraction thereof . . . .	6

56. The prepayment of all charges on insured foreign parcels shall be compulsory. Payment in all cases shall be made by means of postage stamps affixed to the parcels.

57. A foreign parcel intended for insurance shall be packed securely and substantially, with due regard to the nature of the contents and the length of the journey, in an outer covering of cloth and canvas or other substantial material shall bear seals of wax or lead at intervals not exceeding three inches along each line of sewing or join. All the seals affixed to an insured foreign parcel shall be of the same kind of wax or lead and shall bear distinct impressions of the same device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.

58. A foreign parcel intended for insurance shall be presented at the window of the post office with the amount for which the sender wishes it to be insured, clearly written, in words and figures, on the cover, and accompanied by such form or forms duly filled up as may be prescribed by the Director-General, from time to time, in the Indian Postal Guide. The name and address of the addressee of a foreign parcel intended for insurance shall be written in ink on the actual covering of the parcel.

59. A receipt shall be given to the person who presents a foreign parcel for insurance at the window of the post office during the hours prescribed for posting insured foreign parcels.

60. There shall be payable to the sender, or, in default or at the request of the sender, to the addressee of an insured foreign parcel, compensation not exceeding the amount for which the parcel has been insured, for the loss of the parcel or its contents or for any damage caused to it in course of transmission by post; and the sender shall, in the case of loss, also be entitled to a refund of the postage, but in no case of the insurance fee paid :

Provided that the compensation shall in no case exceed the value of the article lost or the amount of the damage caused :

Provided, also, that no compensation shall be payable—

- (a) where the loss or damage has been caused by the fault or negligence of the sender, or arises from the nature of the article ;
- (b) where the insurance has been fraudulently made for a sum above the real value of the contents, or there has been any other fraud on the part of the sender or addressee ;
- (c) where the insured article has been delivered to the addressee and he has signed and returned the receipt therefor ;
- (d) where the sender or addressee has not given intimation of the loss or damage within twelve months from the date of posting ;
- (e) where the loss or damage was due to improper or insecure packing ;
- (f) where there is no visible damage to the cover or seals ; or
- (g) in cases beyond control (e.g., tempest, ship-wreck, earthquake, war, etc.).

Appendix No. 2, Serial No. 1, page 49—

*Rule 61.—Lines 1 to 8: for the selines 61. Where a foreign.....calculated as follows:—substitute the following:—*

61. Where a foreign parcel contains coin, bullion, precious stones, jewellery, or articles of gold or silver, it shall not be accepted for transmission by post unless the sender wishes to insure it. If a foreign parcel containing any such object of value is addressed to a country or place to which insurance is not available, the parcel shall be insured for its inland transit within the limits of British India, and in such cases the fee charged for insurance shall be calculated as follows:—

[*Government of India, Finance and Commerce Department, Notification No. 6130 S.-R., dated 3rd December 1901—Serial No. 22 of this Appendix.*]

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(b) *When the value is expressed in sterling.* Annas.

Where the value insured does not exceed £3 . . . . .	2
For every additional £3 or fraction thereof . . . . .	2

If an uninsured foreign parcel, declared to contain or manifestly containing any of the objects of value specified above, is received from a country with which, as notified by the Director-General in the Indian Postal Guide, insured parcels can be exchanged, the parcel shall either be intercepted and returned to the sender or forwarded to destination and delivered to the addressee, subject to the payment of a fee of one rupee. The payment of this fee shall not impose any liability on Government.

*Explanation*—In this rule, the expression “articles of gold or silver” includes articles made wholly or partly of gold or silver, but not electro or other plated goods, or gold or silver lace, or embroidery.

62. Where an insured foreign parcel is received in India subject to a fresh insurance fee by reason of its having been re-directed, such fee shall be recoverable on delivery as if it were postage due under the Act.

## PART V.—Value-payable post.

### I.—Value-payable postal articles.

63. Registered and unregistered parcels, registered letters, registered book packets, newspapers prepaid at newspaper rates of postage, and fully prepaid unregistered book packets, may be transmitted by the inland post as value-payable postal articles, provided that the amount to be recovered on any such postal article shall not be less than 4 annas or more than 1,000 rupees, and shall not contain a fraction of an anna.

Postal articles as aforesaid, with the exception of unregistered parcels, may be transmitted by post to Ceylon as value-payable postal articles, provided that the amount to be recovered on any such postal article shall not exceed Rs 150.

64. No such postal article as aforesaid shall be accepted for transmission by post as a value-payable postal article unless the sender declares that the contents have been sent in execution of a *bonâ fide* order received by him.

65. Legal documents, bonds, policies of insurance, promissory notes, railway goods and parcel receipts, bills of lading, or ordinary bills for collection may be sent as value-payable postal articles, provided that the sender declares that they are so sent in execution of a *bonâ fide* order received by him.

*Explanation.*—In the case of a railway receipt or bill of lading sent as a value-payable postal article, it will be sufficient for the purposes of this rule if the article to which the railway receipt or bill of lading relates, has been sent in execution of a *bona fide* order.

66. Every postal article intended to be transmitted by post as a value-payable postal article shall be presented at the post office with a printed form, to be prescribed by the Director-General and obtainable at the post office, in which the sender shall specify the sum to be recovered from the addressee, fill in the required entries and sign the declaration that the article is sent in execution of a *bona fide* order. If the article is an unregistered parcel, unregistered book packet, or newspaper prepaid at newspaper rates of postage, a fee calculated according to the schedule below on the amount specified for recovery from the addressee shall be prepaid by the sender by affixing postage stamps of the value of the fee to the form presented with the article in the space provided for this purpose. The sender of a postal article intended to be transmitted by post as value-payable shall write his name and address clearly on the article itself.

Appendix No. 2, Serial No. 1, page 51—

*Rule 66.*—For the existing schedule of fees substitute the following:—

*Schedule of fees.*

On any sum specified for recovery not exceeding Rs 5	1 anna.	
On any sum specified for recovery exceeding Rs 5, but not exceeding Rs 10	2 annas.	each
On any sum specified for recovery exceeding Rs 10, but not exceeding Rs 25	4 annas.	m of annas
On any sum specified for recovery exceeding Rs 25	4 annas for each complete sum of Rs 10, Rs 25, and 4 annas for the remainder, provided that, if the remainder does not exceed Rs 10, the charge for it shall be only 2 annas.	inder, at, if does R10, or it ly 2, the 1 by egis- id at very

[Government of India, Finance and Commerce Department, Notification No. 1531-S. R., dated 14th March 1902.—Serial No. 23 of this Appendix.]

No. 173. value-

to take delivery of it, the article

shall be returned to the sender, who will be required to pay any postage that may be due on it, and, in the case of a value-payable unregistered parcel, book packet or value-payable newspaper prepaid at newspaper rates of postage, to acknowledge receipt of the article by signing the form presented by the postman. Under no circumstances will the fee prepaid in stamps, in the case of a value-payable unregistered parcel, book packet or value-payable newspaper be refunded.

68. The Government shall not incur any liability in respect of the sum specified for recovery on a value-payable postal article unless and until that sum has been received from the addressee.

## II.—Transmission by post of railway receipt-notes open as value-payable articles.

69. A railway receipt-note for goods may be transmitted by post open as a value-payable postal article :

Provided that—

- (1) the goods to which the railway receipt-note relates, does not exceed Rs.1,000 in value ; and
- (2) the railway receipt-note shows on its face that the goods to which it relates, have been consigned to the sender himself, is endorsed to the person to whom the goods are to be delivered, and is signed by the sender.

70. The open railway receipt-note shall be presented at the post office with the printed form prescribed by the Director-General for registered value-payable postal articles, in which the sender shall specify the sum to be recovered from the addressee, fill in the required entries and sign the declaration that the article is sent in execution of a *bond fide* order.

71. A fee of two annas shall be paid on each railway receipt-note presented for transmission by post open. The fee shall be paid in postage stamps, which shall be affixed by the sender to the receipt-note.

72. The Post Office will transmit the open railway receipt-note to the post office of destination, and will deliver it to the person to whom it has been endorsed by the sender, on his paying the amount specified for recovery, in such manner as the Director-General may from time to time appoint for the delivery of registered value-payable postal articles.

73. The amount when recovered will be remitted to the sender in accordance with the rules for the time being in force relating to registered value-payable postal articles.

74. A railway receipt-note for goods may be transmitted by post open under the foregoing rules, without compliance with the conditions laid down in the second proviso to rule 69, if—

(1) it relates to goods sent—

(a) between stations on such railways as are for the time being specified in this behalf by the Director-General in the Indian Postal Guide, or

(b) between offices on the Kalka-Simla Government Bullock Train line, or between such offices and stations on the North-Western State Railway; and

(2) shows on its face that the goods so sent have been declared at the booking office as being sent under the value-payable system.

75. These rules apply also to receipt-notes for goods conveyed by steamer within the limits of British India.

76. Nothing in these rules be construed to prevent the transmission by post of receipt-notes under the rules for the time being in force relating to the value-payable post generally.

## PART VI.—Money orders.

### I.—Inland money orders.

#### (a) *Ordinary inland money orders.*

77. The amount for which a single money order may be issued, shall not exceed R600, and shall not include a fraction of an anna except in the case of money orders issued by, or in favour of, any Department of the Government, or by, or in favour of, a District, Local or Municipal Board.

78. Money orders may be issued on the following Native States but the amount for which a single money order may be issued on these States, shall not exceed R150 :—

Chamba.	Gwalior.	Nabha.
Faridkot.	Jhind.	Patiala.

79. A commission on the issue of inland money orders shall be charged at the following rates, namely :—

On any sum not exceeding R10 . . .	2 annas.
” ” ” exceeding R10, but not exceeding R25 . . .	4 annas.





Appendix No. 2, Serial No. 1, pages 53 and 54—

*Rule 79.—For this rule substitute the following:—*

79. A commission on the issue of inland money orders shall be charged at the following rates, namely:—

On any sum not exceeding Rs . . . 1 anna.

On any sum exceeding Rs, but not exceeding Rs10 . . . 2 annas.

On any sum exceeding Rs10, but not exceeding Rs25 . . . 4 annas.

On any sum exceeding Rs25 . . . 4 annas for the complete sum of Rs25, and 4 annas for the remainder, provided that, if the remainder does not exceed Rs10, the charge for it shall be only 2 annas.

[Government of India, Finance and Commerce Department,  
Notification No. 1531-S. R., dated 14th March 1902—Serial No. 23  
of this Appendix.]

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On any sum exceeding R25 . . . 4 annas for each complete sum of R25, and 4 annas for the remainder, provided that, if the remainder does not exceed R10, the charge for it shall be only 2 annas.

80. The Director-General may, at any time, suspend the issue of money orders upon any particular post office, or group of post offices, or direct that money orders shall not be so issued except on payment of special rates of commission higher than those prescribed by rule 79.

81. The remitter of a money order shall fill in, in ink, on a money order form prescribed by the Director-General such particulars as the Director-General may require. Such particulars may be written in English or in the vernacular of the district.

82. The money order form duly filled in together with the amount of the money order and commission, may be presented at the post office during the hours prescribed by the Director-General for money order business.

83. A receipt shall be given to the remitter for the amount paid by him on account of the money order and commission.

84. The remitter of a money order shall be entitled to obtain, free of charge, an acknowledgment of the payment of the amount of the order signed by the payee.

85. The payment of a money order shall ordinarily be made at the address of the payee on his signing the money order and acknowledgment.

86. The money order and acknowledgment shall be signed by the payee named by the remitter, or by some person authorized in writing by the payee in this behalf. The signature shall be written in ink in the space provided for the purpose.

87. If the remitter or payee of a money order is illiterate, his mark shall be obtained and shall be verified in such manner as the Director-General may direct.

88. A money order shall be re-directed to the payee on his written request free of charge.

89. The remitter of a money order which has not been paid, may

require that the address of the payee shall be altered or that the name of the post office, at which the order was originally made payable, shall be changed. The required change shall be made without additional charge on the remitter's applying in writing to the post office at which the order was issued.

90. The remitter of a money order which has not been paid, may require that the amount be paid to some person other than the payee named in the order. The required change shall be made, on payment of a second commission equal to the first, on the remitter's applying in writing to the post office at which the order was issued.

91. The remitter of a money order which has not been paid, may stop payment and require that the money be re-paid to himself. This shall be done without additional charge on the remitter's applying in writing to the post office at which the money order was issued, and producing the receipt and giving full particulars of the payee's address as entered in the money order. In no case, however, shall the Post Office be responsible for inability or failure to stop payment of a money order in compliance with the remitter's request.

92. If the payee of a money order cannot be found, or if the payee refuses to take payment, the amount of the order shall be returned at once to the remitter free of charge. The commission shall in no case be refunded.

93. If payment of a money order to the payee cannot be effected and the amount cannot be re-paid to the remitter owing to the latter not being found, the order shall be void and its value credited to the Government. But, if the payee or remitter subsequently applies for payment, the amount of the order shall be paid to him on a fresh money order issued by the Comptroller, Post Office, provided that application is made before the expiration of one year from the date of issue of the original order.

**(b) *Telegraphic inland money orders.***

94. The amount for which a single telegraphic money order may be issued, shall not exceed R600, and shall not include any sum less than a rupee, and, if the amount exceeds R150, the telegraphic money order shall not be for a sum which is not a multiple of R10.

95. The following fees (which include the cost of the telegram) shall be charged for the issue of telegraphic money orders :—

	R	a.
On sums not exceeding R25 . . . . .	1	4
„ „ exceeding R25 but not exceeding R50 . . . . .	1	8
„ „ „ „ 50 „ „ 75 . . . . .	1	12

On sums exceeding R 75 but not exceeding R100						R	a.
						2	0
"	"	"	"	100	"	125	2 4
"	"	"	"	125	"	150	2 8
"	"	"	"	150	"	200	3 0
"	"	"	"	200	"	250	3 8
"	"	"	"	250	"	300	4 0
"	"	"	"	300	"	350	4 8
"	"	"	"	350	"	400	5 0
"	"	"	"	400	"	450	5 8
"	"	"	"	450	"	500	6 0
"	"	"	"	500	"	550	6 8
"	"	"	"	550	"	600	7 0

96. The Director-General may, at any time, suspend the issue of telegraphic money orders upon any post office, or group of post offices, or direct that telegraphic money orders shall not be so issued except on payment of special fees higher than those prescribed by rule 95.

97. The remitter of a telegraphic money order shall fill in, in ink, on a money order form prescribed by the Director-General, such particulars as the Director-General may require.

98. The money order form duly filled in, together with the amount of the telegraphic money order and fees, may be presented at the post office during the hours prescribed by the Director-General for telegraphic money order business.

99. A receipt shall be given to the remitter, showing the total amount paid by him, the payee's name and the hour at which the telegraphic money order was presented.

100. The remitter of a telegraphic money order shall be entitled to obtain free of charge, by post, an acknowledgment of the payment of the amount of the order signed by the payee.

101. The payment of a telegraphic money order shall ordinarily be made as soon as practicable after receipt of the telegraphic advice by the office of payment, at the residence of the payee on his signing a receipt for the amount paid and the acknowledgment.

102. The receipt and acknowledgment shall be signed by the payee named by the remitter, or by some person authorized in writing by the payee in this behalf. The signature shall be written in ink in the space provided for the purpose.

103. If the remitter or payee of a telegraphic money order is illiterate, his mark shall be obtained and shall be verified in such manner as the Director-General may direct.

104. If the payee of a telegraphic money order has removed from the place at which the order was originally payable, and has left written instructions with the post office for the re-direction of articles to his address, the telegraphic money order shall be re-directed to him by post on receipt of the postal confirmation of the telegraphic money order, and the order shall be payable at the revised address without any extra charge.

105. The remitter of a telegraphic money order which has not been paid, may require that the address of the payee shall be altered or that the name of the office at which the order was originally made payable, shall be changed. The required alteration shall be made in the ordinary course of post, without additional charge, on the remitter's applying in writing to the post office at which the money order was issued.

106. The remitter of a telegraphic money order which has not been paid, may require that the amount be paid to some person other than the payee named in the order. The required change shall be made in the ordinary course of post, on payment of the commission chargeable on an ordinary money order for the same amount, on the remitter's applying in writing to the post office at which the order was issued, and presenting the receipt granted for the original order.

107. The remitter of a telegraphic money order which has not been paid, may stop payment and require that the money be re-paid to himself. This shall be done on the remitter's applying in writing to the post office at which the money order was issued, producing the receipt and giving full particulars of the payee's address as entered in the money order. Payment may be stopped by telegram, the remitter paying the necessary charges at the ordinary rates for it. In no case, however, shall the Post Office be responsible for inability or failure to stop payment of a money order in compliance with the remitter's request.

108. If the payee of a telegraphic money order cannot be found, or should the payee refuse to take payment, a reference will be made to the office of issue, and the telegraphic money order, if still undeliverable, will then be re-issued by telegraph, free of any further charge, for repayment to the remitter. The fees shall in no case be refunded.

109. If payment of a telegraphic money order to the payee cannot be effected and the amount cannot be repaid to the remitter owing to the latter not being found, the order shall be void and its

value credited to the Government. But, if the payee or remitter subsequently applies for payment, the amount of the void order shall be paid to him on a fresh money order issued by the Comptroller, Post Office, provided that application is made before the expiration of one year from the date of issue of the original order.

## II.—Foreign money orders.

### (a) *Foreign money orders.*

110. (1) Foreign money orders shall be of two kinds, namely:—

- (a) Money orders expressed in rupee currency; and
- (b) Money orders expressed in sterling.

(2) The Director-General shall, from time to time, notify in the Indian Postal Guide the countries and places with which money orders of each kind may be exchanged.

111. (1) The amount for which a single foreign rupee money order may be issued, shall not exceed ₹150, and shall not include any fraction of an anna.

(2) The amount for which a single foreign sterling money order may be issued, shall not exceed £10, except in the cases specially notified by the Director-General in the Indian Postal Guide. No such money order shall include any fraction of a penny.

(3) The amount of a foreign sterling money order shall be paid to the Post Office in rupee currency at such rate of exchange as the Director-General shall, from time to time, direct.

\* 112. (1) In the case of foreign rupee money orders the rates of commission shall be the same as those for the time being charged on inland money orders.

rates

Appendix No. 2, Serial No. 1, page 58—

*Rule 112.—Para. (2) : strike out the asterisk [\*] against the No. of the rule, as well as the foot-note (at the bottom of the page) referring to it, and substitute the following for the present paragraph:—*

(2) In the case of foreign sterling money orders the rates of commission shall be the following, namely:—

	R a.	to be
On sums not exceeding £2 . . . . .	0 6	fixed by
" " exceeding £ 2 and not exceeding £ 5 . . . . .	0 12	the
" " " £ 5 " " £ 7 . . . . .	1 2	Post Office
" " " £ 7 " " £ 10 . . . . .	1 8	in the
" " " £ 10 " " £ 100 . . . . .	1 12	order

Appendix No.

Appendix No. 2, Serial No. 1, page 59—

Rule 113.—

—[Government  
Notification No  
of this Appendix

*Strike out the asterisk [\*] above the No. of rule 113, as well as the foot-note (at the bottom of the page) referring to it, and before rule 113, introduce the following additional rule :—*

112A. The Director-General may at any time direct that foreign sterling money orders shall not be issued from the Aden Post Office

any post  
of charge  
(at Bomb:  
has been

\* Bagdad.  
Bahrain.  
Bandar-Abas.  
Bushire.  
Busrah.  
Guadur.  
Jack.  
Linga.  
Mohammerah.  
Muscat.

or from any of the post offices established by the Governor General in Council at any of the marginally-named places\* beyond the limits of British India, except on payment of special rates of commission higher than those prescribed by rule 112 (2) —[Government

115. (1

ter may, b of India, Finance and Commerce Department, Notification receipt, re No. 5794-S. R., dated 20th November 1900—Serial No. 15 of this Madras or Appendix.]

ment to al

No. 100.

the amount thereof to some person other than the payee named in the order, or to stop payment of the order. The office of exchange will communicate the result of the reference without charge to the remitter, and, if payment is stopped, the amount of the order shall be refunded to the remitter, but the commission shall not be refunded.

(2) In the case of a foreign rupee money order the remitter may require similar services in accordance with rules 89, 90 and 91, relating to inland money orders.

116. Rules 80, 81, 82, 83 and 87, relating to inland money orders, shall be equally applicable to the issue of foreign money orders.

117. Foreign sterling money orders received for payment in India shall be paid as if they were inland money orders, the amount in sterling of the original money order being converted into rupee currency by the Indian Post Office of exchange (at Bombay, Madras or Aden, as the case may be) at such rate of exchange as the Director-General may, from time to time, direct.

118. The payment of a foreign money order shall ordinarily be made at the address of the payee. It shall be made on his signing the order and acknowledgment (except when otherwise provided by the Director-General) in the case of a foreign rupee money order,

Appendix No. 2, page 59—

*Place an asterisk above the No. of rule 113 and insert the*



and on his signing the order in the case of a foreign sterling money order.

119. Under no circumstances can a foreign money order, whether a rupee money order or sterling money order, be paid after the expiration of one year from the date of its receipt in India.

120. Rules 86, 87, 88 and 92, relating to inland money orders, shall be equally applicable to the payment of foreign money orders.

**(b) Indo-Ceylon telegraphic money orders.**

121. The amount for which a single Indo-Ceylon telegraphic money order may be issued in India shall not exceed ₹150 and shall not include any fraction of a rupee.

122. The following fees (including the cost of the telegram) shall be charged on Indo-Ceylon telegraphic money orders issued in India, namely :—

				₹	a.
On sums not exceeding ₹10 . . . . .				1	6
" " exceeding ₹10 but not exceeding ₹25 . . . . .				1	8
" " " 25 " " 50 . . . . .				1	12
" " " 50 " " 75 . . . . .				2	0
" " " 75 " " 100 . . . . .				2	4
" " " 100 " " 125 . . . . .				2	8
" " " 125 " " 150 . . . . .				2	12

123. Rules 96, 97, 98, 99 and 103, relating to telegraphic inland money orders, shall be equally applicable to the issue of the Indo-Ceylon telegraphic money orders.

124. The payment in India of an Indo-Ceylon telegraphic money order shall ordinarily be made, as soon as practicable after the receipt of the telegraphic advice, at the address of the payee on his signing a receipt for the amount paid.

125. If the payment of an Indo-Ceylon telegraphic money order cannot be made by the post office in India to which it was addressed, the money order shall be re-issued by telegraph, free of any further charge, for repayment to the remitter.

126. Rules 102 and 103, relating to telegraphic inland money orders, shall, as far as may be, apply to the payment in India of Indo-Ceylon telegraphic money orders.

**PART VII.—Official postal articles.****I.—Inland official postal articles.**

Appendix No. 2, Serial No. 1, page 61—

*Rule 127.—For this rule (including the Illustration and Notes under it) substitute the following :—*

127. The following shall be the rates of postage chargeable on official postal articles where the postage is prepaid :—

**Letters.**

For a letter not exceeding half a tola in weight . . . . .	Half an anna.
For a letter exceeding half a tola but not exceeding ten tolas in weight . . . . .	One anna.
For every additional ten tolas or part of that weight up to 40 tolas . . . . .	One anna.

*Note.*—For a letter exceeding forty tolas in weight, ordinary letter postage rates shall be charged on the whole weight.

**Post-Cards.**

For a single post card . . . . .	One quarter of an anna.
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**Book Packets.**

For every ten tolas or part of that weight . . . . .	Half an anna.
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**Parcels.**

(a) *Parcels not exceeding 440 tolas in weight—*

For a parcel not exceeding twenty tolas in weight . . . . .	Two annas.
For a parcel exceeding twenty tolas, but not exceeding forty tolas in weight . . . . .	Four annas.
For every additional forty tolas of that weight . . . . .	Two annas.

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official articles (except unregistered parcels) to him without prepaying the postage, and the same course may be adopted in other cases where it is found convenient or proper to make the postage charge fall on the receiving office.

129. The following persons shall be entitled to send postal articles at the official rates of postage, subject to the conditions noted against each :—

- (1) All Government officials, except those who are on leave or have retired from the service, provided that the articles posted by them are *bond fide* and exclusively on Her Majesty's Service.
- (2) The Registrars of the Universities of Calcutta, Madras, Bombay, Allahabad and the Punjab, and of the Educational Syndicate, Burma, provided that the articles posted by them relate solely to the public business of the Universities.
- (3) The Astronomer in charge of the G. V. Juggarao Observatory, Vizagapatam, provided that the articles posted by him relate solely to the business of the Observatory.

130. Correspondence sent by an officer of a local authority, or by any officer of the Government acting in a capacity connected with a local authority, such as the President or Secretary of a Local Fund Committee, shall not be deemed official correspondence within the meaning of these rules, and may not be superscribed as on Her Majesty's Service. But nothing in this rule shall be held to prevent the transmission on Her Majesty's Service of correspondence sent by an officer of the Government acting as such, although the correspondence may relate to the affairs of a local authority.

*Illustration.*—The Commissioner of a Division, writing in that capacity to the Secretary of a Local Fund Committee concerning its affairs, may superscribe the letter on Her Majesty's Service.

131. The postage on an official postal article can be properly prepaid only by a proper service stamp or stamps. Where, however, an ordinary postage stamp instead of a service stamp is used on an official postal article, the article shall be recognised as an official postal article by the Post Office; but the irregularity shall be brought by the officer in charge of the post office at which the article, was so posted, to the notice of the officer concerned, and, if of frequent occurrence, to that of the Postmaster-General.

Appendix No. 2, rule 131, page 62—

*Line 8: for frequent read frequent.*

st offices, but shall

132. Postal articles shall be transmitted by post at the official rates of postage, provided that they are posted in accordance with the following conditions:—

- (1) The weight of an official postal article, whether a letter, packet, or parcel, shall not exceed 600 tolas.
- (2) The conditions as to size, shape, manner of packing, and contents prescribed for the different classes of ordinary postal articles shall be applicable to official postal articles of the same class.
- (3) Official postal articles, whether the postage is prepaid or not, shall bear the superscription "On Her Majesty's Service," and this shall be supported by the signature and official designation—to be entered in the lower left-hand corner of the article—of the officer who sends the article, or of the Head Clerk or Superintendent of his office or other responsible officer to whom the duty of despatching is confided.

*Explanation 1.*—Service postcards bear the words "On Her Majesty's Service" printed in full round the impressed stamp. In their case, therefore, no further superscription shall be required.

*Explanation 2.*—Postmasters may recognise abbreviated designations, provided they are generally known; but no official can claim the recognition of an abbreviation the rule being that the designation shall be entered in full.

*Explanation 3.*—Postmasters may recognise fac-simile impressions of signatures made by means of stamps, but not such impressions when lithographed or otherwise produced. Public officers who use such stamps, shall make arrangements for their proper custody and use; and where there is any reason to suspect the misuse of any such stamp or the absence of proper precautions against its misuse, postmasters may decline to recognise the stamp impression and require strict adherence to the rule. Printed names shall not be recognised in lieu of signatures except in the case of official Gazettes in open covers, posted in large numbers by the office of publication.

- (4) Any irregularity or incompleteness of the address, superscription, or signature on an article, shall render it liable to be treated as an ordinary unpaid article, any

service stamps which it may bear not being recognised. Service stamps affixed to an article which does not bear the prescribed superscription shall not be recognised by the Post Office in payment of postage.

- (5) The delivery and re-direction of articles superscribed "On Her Majesty's Service" shall be governed by the official designation (when given) of the addressee; the delivery and re-direction of articles not so superscribed shall be governed by the name (when given) of the addressee.

Appendix No. 2, Serial No. 1, page 64—

*Rule 133. — Clause (1): for the existing clause (1) substitute the following :—*

133. (1) Letters and packets, sent by officers of the Government

<i>Service Unpaid.</i>	
To	
A.B.,	CALCUTTA.
C.D.,	
<i>Accountant General</i>	

in their official capacity, which relate nevertheless to the private interests and concerns of the individuals addressed, may be endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they

are sent. Such articles, when so addressed, shall be regarded by the Post Office as private articles, but shall be charged, on delivery, with postage at the rates to which they would have been liable if postage had been prepaid by ordinary stamps, and not at double rates as in the case of ordinary articles.—[*Government of India, Finance and Commerce Department, Notification No. 2573-S. R., dated 13th May 1901—Serial No. 20 of this Appendix.*]

No. 104.

~~substitute the following :—~~

(2) Letters, and packets, sent by private persons to officers of the Government relating to the affairs of the Government, if superscribed "Service Unpaid" shall be charged, on delivery, with postage at the rates to which they would have been liable if the postage had been prepaid by ordinary stamps,

<i>Service Unpaid.</i>	
To	
THE DISTRICT SUPERINTENDENT OF POLICE,	
LUCKNOW.	
<i>Signature of Sender.</i>	

and not at double rates as in the case of ordinary articles: Provided that any article so sent is addressed to the full official designation of the officer for whom it is intended, and that it has been endorsed under the full

signature of the sender, according to the specimen form given on the margin.—[*Government of India, Finance and Commerce Department, Notification No. 2573-S. R., dated 13th May 1901—Serial*

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to the Protector, and any similar reports or returns authorized to be ~~received~~.

134. The amount of postage marked as due on postal articles delivered under the superscriptions of "Service Unpaid" or "On Her Majesty's Service" shall be initialed by the postmaster, or other officer, authorized in this behalf by the Postmaster-General, of the office of delivery. Officers of the Government shall be bound to receive, and to pay any postage which may be due on, articles addressed to them under the superscription "On Her Majesty's Service" and bearing the signature in full of the sender.

135. (1) Postal articles posted by officers of the Government under these rules may be registered, insured, or sent value-payable, in accordance with the ordinary rules, provided that the postage, registration and insurance fees shall be paid by means of service stamps, instead of ordinary postage stamps.

(2) The sender of an official registered article may obtain an acknowledgment signed by the addressee, by paying the ordinary fee for an acknowledgment, provided that, if the article is a registered postcard, letter or packet, the fee shall be paid by means of service stamps affixed to it, and that, if the article is a registered parcel, the fee shall be paid in cash.

(3) The fee chargeable on a value-payable unregistered parcel or book-packet, as well as the fee chargeable on railway or steamer receipt-notes sent open, shall be paid in the same way as under the ordinary rules, provided that the stamps to be used for the purpose shall be service stamps.

NOTE.—Official postal articles, prepaid at inland official rates, may also be sent value-payable to Ceylon under the rules applicable to private value-payable articles for Ceylon, the postage and other fees being paid in the manner prescribed in this rule.

## II.—Foreign official correspondence.

136. Official correspondence transmitted by the foreign post, with the exception of correspondence exchanged with Ceylon, shall be subject to the same rates and governed by the same rules as ordinary private correspondence. If, however, service stamps are used for the prepayment of postage, they shall be supported by the superscription and signature prescribed by clause (3) of rule 132 relating to inland official postal articles.

137. The amount of postage marked as due on postal articles received by the foreign post for delivery to officers of the Government shall be initialed by the postmaster, or other officer, authorized in this behalf by the Postmaster-General, of the office of delivery.

138. In the case of official letters (not newspapers or other articles) sent by British Packet to or from the public functionaries, departments, etc., in London having special accounts for foreign letter postage with the London Post Office, the prepayment of postage is not necessary if such letters are superscribed as "On Her Majesty's Service," under the full signature and official designation of the sender; but when such letters are presented for registration, the registration fee shall always be prepaid by means of service stamps affixed to the article in the ordinary way,

## **PART VIII.—General rules.**

### **I.—Manner of prepayment of postage on postal articles.**

139. Where the postage on a postal article is prepaid, the prepayment shall be made by means of a proper stamp or stamps provided for the purpose by the orders of the Governor General in Council under section 16 of the Act.

140. The postage on a postal article shall not be deemed to be prepaid by means of a proper stamp—

- (a) if the stamp is a stamp which has not been provided for use as a postage stamp under section 16 of the Act; or
- (b) if the stamp has been obliterated, defaced, torn, cut, or otherwise rendered imperfect; or
- (c) if the stamp has upon it any word, letter, figure, or design printed or impressed upon it, otherwise than by the authority of the Government before posting; or
- (d) if the stamp has been cut or otherwise separated from the embossed envelope, or from a postcard or wrapper or
- (e) if the stamp is on an embossed envelope, and that envelope is used as a wrapper for a newspaper, or is wholly or partly cut open; or
- (f) if the stamp is on an embossed registration envelope and that envelope is used for the transmission of unregistered correspondence:

Provided that nothing in this rule shall prevent the perforation of postage stamps with initials traced in minute holes.

## II.—Price of stamps.

141. Adhesive postage stamps shall be sold in each case for the denoted value of the stamp or stamps.

142. The small half-anna oblong envelopes and postcards shall be sold, in each case, for the denoted value of the stamp or stamps which they bear.

Appendix No. 2, Serial No. 1, page 67—

all be

*Rule 143.—Strike out the foot-note (at the bottom of the page) referring to the rule, and substitute the following for the present rule:—*

143. The envelopes and wrappers specified below shall be sold at the following prices, namely:—

### *Half-anna square envelopes.*

		R	a.	p.
Any number less than 16 . . . . .	Each	0	0	8
Packets of 16 . . . . .	Per packet	0	10	6

### *One-anna square envelopes.*

Any number less than 8 . . . . .	Each	0	1	2
Packets of 8 . . . . .	Per packet	0	9	3

### *Registration envelopes, small size.*

Any number less than 16 . . . . .	Each	0	2	2
Packets of 16 . . . . .	Per packet	2	2	6

### *Registration envelopes, large size.*

Any number less than 8 . . . . .	Each	0	2	8
Packets of 8 . . . . .	Per packet	1	5	3

### *Envelopes primarily for international correspondence.*

(a) With an embossed stamp of two and a half annas.

Any number less than 12 . . . . .	Each	0	2	8
Packets of 12 . . . . .	Per packet	2	0	0

(b) With an embossed stamp surcharged with one anna.

Any number less than 12 . . . . .	Each	0	1	2
Packets of 12 . . . . .	Per packet	0	14	0

### *Half-anna wrappers.*

Any number less than 6 . . . . .	Each	0	0	7
Packets of 6 . . . . .	Per packet	0	3	6

### *One-anna wrappers.*

Any number less than 6 . . . . .	Each	0	1	1
Packets of 6 . . . . .	Per packet	0	6	6



138. In the case of official letters (not newspapers or other articles) sent by British Packet to or from the public functionaries, departments, etc., in London having special accounts for foreign letter postage with the London Post Office, the prepayment of postage is not necessary if such letters are superscribed as "On Her Majesty's Service," under the full signature and official designation of the sender ; b  
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### I.—Manner

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## II.—Price of stamps.

141. Adhesive postage stamps shall be sold in each case for the denoted value of the stamp or stamps.

142. The small half-anna oblong envelopes and postcards shall be sold, in each case, for the denoted value of the stamp or stamps which they bear.

143. [\*] The envelopes and wrappers specified below shall be sold at the following prices, namely :—

### *Half-anna square envelopes.*

		R	a.	p.
Any number less than 16	. . . Each	0	0	8
Packets of 16	. . . Per packet	0	10	6

### *One anna square envelopes.*

Any number less than 8	. . . Each	0	1	2
Packets of 8	. . . Per packet	0	9	3

### *Registration envelopes, small size.*

Any number less than 16	. . . Each	0	2	2
Packets of 16	. . . Per packet	2	2	6

### *Registration envelopes, large size.*

Any number less than 8	. . . Each	0	2	8
Packets of 8	. . . Per packet	1	5	3

### *Envelopes for international correspondence.*

Any number less than 12	. . . Each	0	2	8
Packets of 12	. . . Per packet	2	0	0

### *Half-anna wrappers.*

Any number less than 6	. . . Each	0	0	7
Packets of 6	. . . Per packet	0	3	6

### *One anna wrappers.*

Any number less than 6	. . . Each	0	1	1
Packets of 6	. . . Per packet	0	6	6

## III.—Certificates of posting.

144. A certificate of posting may be obtained in respect of any postal article for which a receipt is not given by the Post Office subject to the following conditions, namely :—

- (1) the certificate of posting written in ink shall be presented to an officer on duty at the post office along with the

[\*] See revised rule 143 see Government of India, Finance and Commerce Department, Notification No. 4598-S, Dated the 6th October 1899—Serial No. 6 of this Appendix.]

article to be posted during the hours fixed for the posting of such articles ;

- (2) the certificate shall contain an exact copy of the address on the article to which it relates, and shall have a half-anna postage stamp affixed thereto ;
- (3) the officer on duty shall compare the address of the article with the certificate, and, if it be correct, shall obliterate the postage stamp and impress the date stamp upon the certificate. The certificate shall then be returned to the person who presented it.

Subject to the conditions aforesaid, any person posting at one time any number of unregistered parcels (ordinary or value-payable) not exceeding six or any number of value-payable unregistered book-packets not exceeding six may obtain a certificate of posting in respect of such unregistered parcels or value-payable book packets for a fee of half an anna :

Provided that there shall be a separate certificate for each class of article headed with the words " Certificate of posting for unregistered parcels " or " Certificate of posting for value-payable unregistered book packets," as the case may be, and that the articles (not exceeding six) to which a certificate relates shall be separately presented with it

#### IV.—Late letters and late letter fees.

145. Late letters shall mean letters posted after the hour fixed for the closing of a mail, which cannot be forwarded by the mail then being prepared for despatch without the payment of an additional fee.

146. The ordinary late letter fee for postal articles other than parcels to be transmitted by the Inland or Foreign post shall be half-an-anna for each postal article.

147. The late letter fee in respect of registration for articles to be transmitted by the Inland or Foreign post shall be two annas for each postal article.

148. In special cases, a higher fee than half-an-anna, but not exceeding four annas, for each postal article, may be charged on postal articles, other than parcels, posted for transmission by the Inland or Foreign post at Presidency-towns or on board steamers or in other special circumstances. The Director-General shall, from time to time, notify in the Gazette of India the amount of such fees and the circumstances in which they are chargeable.

149. Late letters shall be presented at the window of the post office within the hours prescribed for this purpose by the Postmaster-General, and the postage and late letter fee shall be fully prepaid by means of postage stamps.

## V.—Re-delivery to the sender of postal articles in course of transmission by post.

150. Inland letters, postcards, book and pattern packets and parcels, and foreign registered letters and parcels, which have not been despatched from India, may be recalled when in course of transmission by post without reference to the consent of the addressee subject to the following conditions, namely :—

- (1) No such postal article as aforesaid shall be re-delivered to the sender except under the orders of—
  - (a) the chief postal authority in a postal circle ;
  - (b) the Director-General ;
  - (c) the Local Government ;
  - (d) the Governor General in Council.
- (2) A fee of one rupee shall be paid in respect of each postal article for the re-delivery of which to the sender an application is made.
- (3) An application for the re-delivery to the sender of a postal article may be presented in writing to any of the authorities aforesaid, either direct or through any officer in charge of a post office.
- (4) An application shall be received only from the sender of the postal article or from some person authorized in this behalf by the sender in writing.
- (5) Every application shall be accompanied by a statement (which may be enclosed in a sealed cover) of the reasons why re-delivery is sought. Such sealed cover shall be opened only by the authority to which the application is presented, or, where such authority is a Local Government or the Governor General in Council, by a Secretary to the Local Government or the Government of India, as the case may be.
- (6) Upon receiving such application and statement, together with the prescribed fee as aforesaid, the officer in charge of the post office shall immediately send the same to the chief postal authority in the postal circle in which he is serving.

- (7) If the postal article, of which re-delivery is sought, is in his possession, the said officer shall, instead of forwarding it to the addressee, keep it in deposit, and send the application to the said authority.
- (8) If the postal article is not in his possession, the said officer shall require the officer in charge of the post office of address in the case of an inland postal article, and of the office of foreign exchange in the case of a foreign registered postal article, to abstain from delivering it to the addressee or from sending it to its address, and to keep it in deposit. The requisition to such other officer may be sent by telegraph, but all expenses attending its transmission shall be borne by the applicant.
- (9) When the application reaches such an authority as is named in condition (1), that authority may order the re-delivery to the sender of the postal article upon being satisfied that the applicant is the sender, and that sufficient reasons have been given for the re-delivery, otherwise the postal article shall be sent at once to its address.
- (10) A letter or postcard in course of transmission by post shall not be re-delivered to any one but the sender or some person authorized in this behalf by the sender in writing.

## **VI.—Detention in the Post Office of book and pattern packets and parcels.**

151. Book packets (other than newspapers) and pattern packets shall not be detained at the post office at which they were posted, for a period exceeding one day.

152. (1) Book packets (other than newspapers) and pattern packets received from abroad shall not be detained in the post office at the port of arrival for a period exceeding one day exclusive of the day on which the mail steamer reaches such port :

Provided that nothing in this rule shall prevent any further detention at the port of arrival that may be necessary for the purpose of customs examination or enquiries.

(2) Book packets, containing printed papers obviously without value such as circulars, price lists and advertisements, when received from abroad at Bombay, shall not be detained in the Bombay

post office for a period exceeding two days exclusive of the day on which the mail steamer reaches Bombay.

153. The delivery of book packets (other than newspapers), and pattern packets shall not be delayed beyond the delivery next following that by which they would ordinarily be delivered.

154. Parcels shall not be detained at the post office at which they are posted for a period exceeding one day.

155. Parcels received from abroad shall not be detained at the post office at the port of arrival for a period exceeding two days exclusive of the day on which the mail steamer reaches such port :

Provided that nothing in this rule shall prevent any further detention at the port of arrival that may be necessary for the purposes of customs examination or enquiries.

156. Subject to the limitations expressed in rules 154 and 155, parcels shall be delivered at such times and by such deliveries as the Director-General of the Post Office may direct.

## VII.—Detention and disposal of undelivered postal articles.

### (a) *At the post office of address.*

157. An undelivered postal article the addressee of which cannot be found, shall ordinarily remain in the post office to which it was addressed—

(1) for a period of three weeks from the date on which it reached the post office, when that office is a head office ;

(2) for a period of ten days from the date on which it reached the post office, when that office is a sub-office :

Provided that—

Appendix No. 2, Serial No. 1, page 71—

*Rule 157.—After clause (2) insert the following :—*

(3) for a period of seven days from the date on which it reached the post office, when that office is a branch office.—[*Government of India, Finance and Commerce Department, Notification No. 3309-S. R., dated 14th June 1902, Serial No. 25 of this Appendix.*]

No. 227.

cannot be found :

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- (c) an undelivered telegram which is in course of transmission by post, shall remain in the post office to which it was addressed, for a period of three days from the date on which it reached that office.

158. An undelivered postal article, of which the addressee has refused to take delivery, shall not be detained in the post office to which it was addressed.

***(b) In the office of the Postmaster-General.***

159. Packets containing printed papers, obviously without value, such as trade circulars and price lists, which cannot be disposed of under section 38 of the Act, may be disposed of forthwith by being sold as waste paper or destroyed.

160. Postcards which cannot be disposed of under section 38 of the Act, shall be detained for a period of one month, on the expiration of which they may be destroyed by being burnt.

161. Book-packets, other than the packets mentioned in rule 159, newspapers and pattern packets, which cannot be disposed of under section 38 of the Act, shall be detained for a period of three months, on the expiration of which they may be disposed of by being sold or destroyed. Magazines, periodicals and newspapers may, at the option of the Postmaster-General, be used for any public purpose.

162. Subject to the provisions of section 39, proviso (b), of the Act, parcels which cannot be disposed of under section 38, shall be detained for a period of three months, on the expiration of which the contents, if of no saleable value, may be destroyed.

163. Letters which cannot be disposed of under section 38 of the Act, shall be detained for a period of six months, on the expiration of which they shall be destroyed by being burnt.

164. Nothing in these rules shall prevent the immediate destruction of any postal article in exercise of the powers conferred by section 23, sub-section (3), of the Act.

### **VIII.—Complaints against the Post Office.**

165. Letters containing complaints against the Post Office may be transmitted by the inland post free of postage, provided that they are addressed to a postal official and provided that it is certified on the cover, under the full signature of the sender, that they are complaints against the Post Office.

### **IX.—Gratuities to be paid to masters of ships.**

166. With effect from the first day of April, 1899, gratuities shall be payable to the masters of ships, not being mail ships, in respect

of postal articles received by them for conveyance on behalf of the Post Office, at the following rates, namely :—

		<i>R</i>	<i>a.</i>	<i>p.</i>	
Letters and postcards	.	1	8	0	per pound.
Packets	. . .	0	2	0	per pound.
Parcels	. . .	0	1	0	per pound or part of that weight.

NOTE.—As regards letters and postcards or packets, for a lower or higher weight than one pound the gratuity payable shall be proportionately lower or higher, as the case may be.

167. The gratuities shall be payable at the time when the mail bags are made over to the masters of the ships by which they are to be conveyed, and on the granting of a receipt for the bags in the form below :

*Received from the Postmaster* \_\_\_\_\_  
the following mail bags :—

From	To	No.	REMARKS.
Total (in figures and words)			

Dated *A.M.* \_\_\_\_\_ 18 . *Master* \_\_\_\_\_  
*P.M.*

*N.B.*—When one form is not sufficient for all the entries, the forms which are used must be numbered in consecutive order, and the word “Last” must be written at the top of the last form. *S. S.* “\_\_\_\_\_.”

**No. 2.**—Government of India, Finance and Commerce Department, Notification No. 2326-*S.E.*, dated Simla, the 26th May 1899 (published in *Gazette of India*, dated the 27th idem).

In exercise of the power conferred by section 10 (1) of the Indian Post Office Act (VI of 1898), the Governor General in Council is pleased to declare that Malta, Jamaica, Mauritius, North Borneo, and Labuan should be added to the list of British Possessions mentioned in Part 1, rule 3 of the Notification in this Department, No. 1429 C.-S.-R., dated the 30th March 1899, published in the *Gazette of India* of the same date.



**No. 3.—Government of India, Finance and Commerce Department, Notification No. 3566-S. R., dated Simla, the 4th August 1899 (published in *Gazette of India*, dated the 5th idem).**

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that the undermentioned amendments shall be made in the rules published in the Notification in this Department, No. 1429-C.-S.-R., dated the 30th March 1899 :—

(a) For rules 1, 2, 6(1), 8(1), 14, 16, 17 and 22 substitute the following :

1. The following rates of postage shall be chargeable on postal articles where the postage is prepaid :—

***Letters,***

For a letter not exceeding  
half a tola in weight . Half an anna.  
For a letter exceeding half  
a tola but not exceeding  
one tola and a half in  
weight . . . One anna.  
For every additional one  
tola and a half or part of  
that weight . . . One anna.

***Post-cards,***

For a single postcard . One-quarter of an anna.  
For a reply postcard . Half an anna, that is one  
quarter of an anna for each  
portion of the reply post-  
card.

***Books, pattern and sample packets,***

For every ten tolas or part  
of that weight . . . Half anna.

***Registered newspapers,***

For a newspaper not ex-  
ceeding four tolas in  
weight . . . One-quarter of an anna.  
For a newspaper exceeding  
four tolas but not ex-  
ceeding twenty tolas in  
weight . . . Half an anna.

For every additional twenty  
tolas or part of that  
weight . . . . Half an anna.

*Parcels.*

For a parcel not exceeding  
twenty tolas in weight . Two annas

For a parcel exceeding  
twenty tolas but not ex-  
ceeding forty tolas in  
weight . . . . Four annas.

For every additional forty  
tolas or part of that  
weight . . . . Four annas.

2. The following rates of postage shall be chargeable on the delivery of postal articles where the postage is not prepaid or is insufficiently prepaid:—

On an unpaid letter, post-  
card of private manufac-  
ture or packet . . . Double the prepaid rate.

On an insufficiently paid  
letter or packet . . . Double the deficiency.

On an insufficiently paid  
reply postcard of private  
manufacture . . . Double the prepaid rate on the  
half for which the postage  
is not prepaid.

On an unpaid registered  
parcel . . . . The prepaid rate (and regis-  
tration fee.)

6. (1) Nothing shall be written, printed or otherwise impressed the address-side of a postcard, except—

(a) The heading "Postcard" or "Reply Postcard."

(b) The name and address of the addressee;

(c) The name and address of the sender;

(d) The date of posting;

(e) Engravings or advertisements, provided that sufficient space is left for a clear address and for the official marks of the Post Office.

*Explanation.*—The exception as regards advertisements being allowed on the address-side of a postcard is restricted to printed advertisements.

8. A book packet may contain any of the following articles:—

- (1) Newspapers and publications of all kinds; books whether blank or printed; engravings; photographs, drawings, plans, maps, printed music, and proofsheets, with or without the manuscript relating thereto; blank paper, parchment, or card-board; and, generally, anything printed, engraved, lithographed or papyrographed on paper, parchment or card-board:

Provided that no card bearing the heading "Postcard" shall be allowed to be transmitted open by post as a book packet.

14. (1) A pattern packet may contain *bonâ fide* trade patterns or samples of merchandise not having any saleable value, together with, or without, any matter which may be sent as a book packet. There shall be no writing upon or in a pattern packet, except the name and address of the sender, the name and address of the person for whom it is intended, a trade-mark, numbers, prices, and indications as to the weight, size or quantity to be disposed of.

(2) Objects of natural history, dried or preserved animals and plants, geological specimens and other similar objects shall also be admitted to transmission by post at the rates of postage for pattern packets, provided that they are not sent for a commercial purpose, and that they are packed in the manner prescribed for pattern packets generally.

16. (1) A pattern packet shall be posted without a cover, or with a cover open at both ends, or in an unfastened envelope or other cover which can be easily removed so as to admit of a ready examination of the contents.

(2) Samples of seeds, drugs and other articles which cannot be sent in unfastened or removable envelopes may be sent enclosed in boxes or bags, provided that they are fastened in such a way that they can be easily opened: they may also be sent in air-tight cases when necessary, provided that the nature of the contents is certified on the cover under the full signature and address of the sender.

(3) Articles of glass shall be securely packed (in boxes of metal, wood, leather or card-board) in such a way as to prevent all risk of injury to the mails or to the officers of the Post Office.

(4) Liquids, oils, and fatty substances easily liquefied shall be enclosed in glass bottles hermetically sealed. Each bottle shall be placed in a wooden box furnished with saw-dust, cotton, or some

spongy material in sufficient quantity to absorb the liquid in case the bottle be broken. Finally, the box itself shall be enclosed in a case of metal, or of wood with a screw top, or of strong and thick leather.

*Explanation.*—When use is made of perforated wooden blocks of the thickness of at least  $\frac{1}{10}$ th of an inch in the weakest part, with a sufficient quantity of absorbent material inside and provided with a cover, the blocks need not be enclosed in a second case.

(5) Fatty substances which are not easily liquid, such as ointments, soft soaps, resins, etc., shall be enclosed in an inner cover (box, bag of linen or parchment, etc.) which shall itself be placed in a second box of wood, metal or strong and thick leather.

(6) Dry powders, whether dyes or not, shall be placed in cardboard boxes, which themselves shall be enclosed in a bag of linen or parchment.

(7) Live bees shall be enclosed in boxes so constructed as to prevent all danger and to allow the contents to be ascertained.

17. (1) If a pattern packet is found to contain anything not permitted by the rules, or to be in excess of the prescribed size or weight, or to be packed in a manner not in accordance with the rules, it shall be charged on delivery with letter or parcel postage, whichever may be less. Any postage stamps that may be affixed to it shall, however, be recognised in assessing the charge.

(2) If a packet containing samples of any of the articles mentioned in clauses (3) to (7) of rule 16 is not packed in the manner prescribed therein, it shall not be forwarded.

22. (1) Every parcel intended for transmission by post shall be presented at the window of the Post Office. Any parcel found in a letter-box shall be treated and charged as a registered parcel.

(2) If a parcel containing any of the articles mentioned in clauses (2) and (3) of rule 20A is not packed in the manner prescribed therein, it shall not be forwarded.

(b) Insert the following after rule 20:—

20A. (1) A parcel shall be packed and enclosed in a reasonably strong case, wrapper, or cover, fastened in a manner calculated to preserve the contents from loss or damage in the post, to prevent any tampering therewith, and to protect other postal articles from being damaged in any way thereby.

(2) Liquids and substances which liquefy easily shall be despatched in a double receptacle. Between the first receptacle (bottle, flask, pot, box, etc.) and the second (which shall be a box of metal

or of strong wood) some space shall be left to be filled with sawdust, bran, or some other absorbing material.

(3) Live bees shall be enclosed in suitable cases and so packed as to prevent all risk of injury to other postal articles in course of transmission by post or to officers of the Post Office.

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**No. 4.—Government of India, Finance and Commerce Department, Notification No. 4148-S. R., dated Simla, the 6th September 1899 (published in *Gazette of India*, dated the 9th idem).**

In exercise of the power conferred by section 10 (1) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to declare that the Cape Colony shall be added to the list of British Possessions, for which the letter rate of postage is one anna per half ounce, mentioned in Part I, Rule 3, of the Notification in this Department, No. 1429 C.—S. R., dated the 30th March 1899, published in the *Gazette of India* of the same date.

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**No. 5.—Government of India, Finance and Commerce Department, Notification No. 4574-S. R., dated Simla, the 5th October 1899 (published in *Gazette of India*, dated the 7th idem).**

In exercise of the power conferred by section 21, and with reference to the provisions of section 19, sub section (1), of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to issue the following rules prescribing the conditions subject to which human and other viscera may be transmitted by post to Chemical Examiners for analysis :—

- (1) The suspected *viscus* or other material to be sent for examination shall be enclosed in a glass bottle or jar, fitted with a stopper or sound cork.
- (2) Great care shall be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as a preservative; in such cases a ring of bees' wax or candle-wax shall be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper shall be carefully fastened down with bladder or leather and sealed.
- (3) The glass bottle or jar shall then be placed in a strong wooden or tin box, which shall be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick, being placed between the bottle or jar and the box.

- (4) The box itself shall be encased in cloth, which shall be securely closed and sealed. The seals shall be at intervals not exceeding three inches along each seam. All the seals shall be of the same kind of wax and shall bear distinct impressions of the same device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines.

No. 6.—Government of India, Finance and Commerce Department, Notification No. 4598-S. R., dated Simla the 6th October 1899 (published in *Gazette of India*, dated the 7th idem).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), the Governor-General in Council is pleased to direct (1) that, with effect from the 1st November 1899, the limit of weight for pattern packets intended for transmission by the inland post shall be raised from 40 tolas to 80 tolas; and (2) that the following rules shall be substituted for rules 15 and 143 of the rules published in the Notification in this Department, No. 1429-C.—S. R., dated the 30th March 1899 :—

15. The dimensions of a pattern packet shall not exceed two feet in length by one foot in width and one foot in depth; and the weight shall not exceed eighty tolas.

143. The envelopes and wrappers specified below shall be sold at the following prices, namely :—

*Half-anna square envelopes.*

				R	a.	p.
Any number less than 16	...	...	Each	0	0	8
Packets of 16	...	...	Per packet	0	10	6

*One-anna square envelopes.*

Any number less than 8	...	...	Each	0	1	2
Packets of 8	...	...	Per packet	0	9	3

*Registration envelopes, small size.*

Any number less than 16	...	...	Each	0	2	2
Packets of 16	...	...	Per packet	2	2	6

*Registration envelopes, large size.*

Any number less than 8	...	...	Each	0	2	8
Packets of 8	...	...	Per packet	1	5	3

*Envelopes primarily for international correspondence.*

(a) With an embossed stamp of two and a half annas.

			R	a.	p.
Any number less than 12	...	...	Each	0	2 8
Packets of 12	...	...	Per packet	2	0 0

(b) With an embossed stamp surcharged with one anna,

Any number less than 12	...	...	Each	0	1 2
Packets of 12	...	...	Per packet	0	14 0

*Half-anna wrappers.*

Any number less than 6	...	...	Each	0	0 7
Packets of 6	...	...	Per packet	0	3 6

*One-anna wrappers.*

Any number less than 6	...	...	Each	0	1 1
Packets of 6	...	...	Per packet	0	6 6

No. 7.—Government of India, Finance and Commerce Department, Notification No. 4868-S. R., dated Simla, the 24th October 1899 (published in *Gazette of India*, dated the 28th idem).

In exercise of the power conferred by section 21, and with reference to the provisions of section 19, sub-section (1) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to issue the following rules prescribing the conditions subject to which cultures or other articles known or believed to contain the living germs of plague may be transmitted by the Inland post to a Government Laboratory or to a person specially permitted by the Governor-General in Council, or a Local Government, to receive such cultures or other articles:

- (1) The cultures or other articles aforesaid shall be securely packed in a hermetically closed tin of adequate strength, which shall be placed in a strong outer box of wood or tin, with a layer of at least three-quarters of an inch of raw cotton-wool between the inner and outer case.
- (2) The outer case shall be enclosed in stout cloth, which shall be securely fastened and sealed, and labelled with such distinguishing inscription as will suffice to make immediately manifest the nature of the contents.
- (3) The sender shall present the parcel at the Post Office, accompanied by a declaration as to the nature of its contents, and a certificate signed by himself to the effect that he has advised the addressee of its despatch.

Appendix No. 2, page 80—

*Foot-note (added by C. S. No. 28).—For this foot-note substitute the following.*

## APPENDIX NO. 2.

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### Appendix No. 2, pages 80 and 81 —

Add the following Notification in the Appendix, and insert this and the following second on pages 80 and 81 :—

No. 8.—Government of India, Finance and Commerce Department. Notification No. 5505-S.R., dated Calcutta, 4th December 1899 (published in *Gazette of India*, dated 9th idem).

In exercise of the power conferred by section 36 of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that the following rule shall be substituted for rule 41 of the rules published in the Notification in this Department No. 1429C.-S. R., dated the 30th March 1899 [\*] —

41. (1) The sender of a registered article addressed to a country belonging to the Universal Postal Union shall be entitled to obtain an acknowledgment of its delivery by paying, at the time of posting the article, in addition to the postage and registration fee, a fee of one anna in the case of a registered article addressed to Ceylon, and of two annas in the case of a registered article addressed to any other such country.
- (2) When the sender of a registered article addressed to a country belonging to the Universal Postal Union has not paid, at the time of posting, the fee for an acknowledgment of its delivery, and subsequently desires to have an enquiry made by the post office regarding the disposal of the article, he shall be entitled to the same service on payment of the same fee as that charged for an acknowledgment of delivery.

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No. 9.—Government of India, Finance and Commerce Department, Notification No. 3126-S.R., dated Simla, 21st January 1900 (published in *Gazette of India*, dated 23rd idem).

In exercise of the power conferred by section 21, and in reference to the provisions of section 19, sub-section (1) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to cancel the rules published with the Notification in this Department, No. 4868-S. R., dated the 24th October 1899, [\*] and to issue the following rules prescribing the conditions subject to which cultures or other articles known or believed to contain the living germs of plague may be transmitted by inland post :



Appendix No. 2, Serial No. 9, page 80b—

*Rule (1).—For this rule substitute the following:—*

- (1) Such cultures or other articles aforesaid shall not be accepted for transmission unless they are sent by a Commissioned Medical Officer, a Military Assistant Surgeon, or a Medical Practitioner in possession of a qualification not lower than that of L. M. S. of the University of Calcutta, the Punjab, Madras or Bombay, or by a person specially permitted by the Governor General in Council or a Local Government to send such cultures or other articles; nor unless they are consigned to a Government Laboratory, or to a person specially permitted by the Governor General in Council, or a Local Government, to receive such cultures or other articles.—[*Government of India, Finance and Commerce Department, Notification No. 4681-S.R., dated 18th September 1900—Serial No. 13 of this Appendix.*]

No. 107.

- ~~(4) The sender shall present the parcel~~  
(4) The sender shall present the parcel accompanied by a declaration as to the nature of its contents, and a certificate signed by himself to the effect that he has advised the addressee of its despatch, and that such addressee, if the parcel should not be addressed to a Government Laboratory, has been specially permitted by the Governor General in Council, or a Local Government, to receive such cultures or other articles. The certificate, moreover, shall show on its face that the sender is a person authorized within the meaning of rule 1 of this Notification to send such cultures or other articles.

**No. 10.—Government of India, Finance and Commerce Department, Notification No. 3146-A., dated Simla, 22nd June 1900 (published in *Gazette of India*, dated 23rd idem).**

In exercise of the power conferred by section 46 (2) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that, with effect from the 1st July 1900, the following rule shall be substituted for rule 112 of the rules

published in the Notification in this Department, No. 1429C.-S. R., dated the 30th March 1899 [\*]:—

[\*Serial No. 1  
of this Ap-  
pendix.]

112. (1) In the case of foreign rupee money orders the rates of commission shall be the same as those for the time being charged on inland money orders.

(2) In the case of foreign sterling money orders the rates of commission shall be the following, namely:—

	R.	d.
On sums not exceeding £2 . . . . .	0	0
„ „ exceeding £2 and not exceeding £5 . . . . .	0	12
„ „ „ £5 „ „ £7 . . . . .	1	2
„ „ „ £7 „ „ £10 . . . . .	1	8
„ „ „ £10 „ „ £12 . . . . .	1	14
„ „ „ £12 „ „ £15 . . . . .	2	4
„ „ „ £15 „ „ £17 . . . . .	2	10
„ „ „ £17 „ „ £20 . . . . .	3	0

(3) When foreign sterling money orders have to be remitted through the agency of the British Post Office as notified by the Director-General in the Indian Postal Guide, a further deduction will be made by the British Post Office from the amount payable to the payees at the following rates, namely:—

For sums not exceeding £2 . . . . .	3d.
„ „ exceeding £2 but not exceeding £6 . . . . .	6d.
„ „ „ £6 „ „ £10 . . . . .	9d.

No. 11.—Government of India, Finance and Commerce Department, Notification No. 3275-S.R., dated Simla, 27th June 1900 (published in *Gazette of India*, dated 30th idem).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that the following amendments shall be made in the rules published in the Notification in this Department, No. 1429C.-S. R., dated the 30th March 1899, [\*] namely:—

[\*Serial No. 1  
of this Ap-  
pendix.]

(1) For rule 46 substitute—

“46. The cover of a letter intended for insurance shall be of strong paper or other substantial material, securely closed and sealed at intervals not exceeding two inches along each fold or seam. A parcel intended for insurance shall be securely packed and enclosed in an outer covering of cloth, canvas or other substantial material, sealed at intervals not exceeding three inches along each line of sewing or join. All the seals affixed to an insured article shall be of the same kind of wax and shall bear distinct impressions

of the same device. The device shall not be that of a current coin or merely a series of straight, curved or crossed lines."

"(2) *For* clause (e) of the last proviso to rule 51 *substitute* "(e) where the loss or damage was due to improper or insecure packing."

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**No. 12.**—Government of India, Finance and Commerce Department, Notification No. 4230-S.R., dated Simla, 20th August 1900 (published in *Gazette of India*, dated 25th idem).

In exercise of the power conferred by section 21, sub-section (1), of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to prescribe that no parcel other than those referred to in the Notification of the Government of India in the Finance and Commerce Department, No. 3126-S. R., dated the 21st June 1900, [\*] shall be accepted for transmission by post when tendered at a post office within a plague-infected area, unless it bears upon its cover or upon a label to be attached to the parcel a declaration, signed by the sender of the parcel, to the following effect :—

[\* Serial No. 9  
of this Ap-  
pendix.]

"This parcel does not contain any soiled linen, rags or waste paper."

A. R.,

*Sender of the parcel.*

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**No. 13.**—Government of India, Finance and Commerce Department, Notification No. 4681-S.R., dated Simla, 18th September 1900 (published in *Gazette of India*, dated 22nd idem).

In exercise of the power conferred by section 21, and with reference to the provisions of section 19, sub-section (1), of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to modify, to the extent set forth below, the rules published with the Notification in this Department, No. 3126-S.R., dated the 21st June 1900, [\*] prescribing the conditions subject to which cultures and other articles known or believed to contain the living germs of plague may be transmitted by the inland post.

[\* Serial No. 9  
of this Ap-  
pendix.]

In rule (1) *after* "Calcutta" *and before* "Madras" *insert* "the Punjab".

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No. 14.—Government of India, Finance and Commerce Department, Notification No. 5423-S.R., dated Simla, 25th October 1900 (published in *Gazette of India*, dated 27th idem).

In exercise of the power conferred by section 36 of the Indian Post Office Act, 1898 (VI of 1898), and in supersession of the Notification in this Department, No. 5505-S.R., dated the 4th December 1899, [\*] the Governor General in Council is pleased to direct that the following rule shall be substituted for rule 41 of the rules published in the Notification in this Department, No. 142 C.-S. R., dated the 30th March 1899 [\*]:

[\*Serial No. 8  
of this Ap-  
pendix.]

41. (1) The sender of a registered article addressed to any country belonging to the Universal Postal Union shall be entitled to obtain an acknowledgment of its delivery by paying a fee, in addition to the postage and registration fee, of one anna in the case of a registered article addressed to Ceylon, and of two annas in the case of a registered article addressed to any other such country.

[\*Serial No. 1  
of this Ap-  
pendix.]

(2) When the sender of a registered article addressed to any country belonging to the Universal Postal Union has not paid the fee for an acknowledgment of its delivery and desires to have an enquiry made by the Post Office regarding the disposal of the article, he shall be entitled to this service on payment of the same fee as that chargeable for an acknowledgment of delivery.

No. 15.—Government of India, Finance and Commerce Department, Notification No. 5794-S.R., dated Calcutta, 20th November 1900, (published in *Gazette of India*, dated 24th idem).

In exercise of the power conferred by section 46 (2) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that the following rule shall be added to the rules published in the notification in this Department, No. 1429 C.-S.R., dated the 30th March 1899:—[\*]

[\* Serial No. 1  
of this Ap-  
pendix.]

112A The Director-General may at any time direct that foreign sterling money orders shall not be issued from the Aden post office

\* Bagdad.  
Bahrain.  
Bandar-Abas.  
Bushire.  
Busrah.  
Gadur.  
Jask.  
Linga.  
Mohammerah.  
Muscat.

or from any of the post offices established by the Governor General in Council at any of the marginally-named places\* beyond the limits of British India, except on payment of special rates of commission higher than those prescribed by rule 112 (2).

No 16.—Government of India, Finance and Commerce Department, Notification No. 5909-S.R, dated Calcutta 26th November 1900 (published in *Gazette of India*, dated 1st December 1900).

In exercise of the power conferred by section 10 (1) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to declare that the Orange River Colony and the Transvaal shall be added to the list of British Possessions, for which the letter rate of postage is one anna per half ounce, mentioned in Part I, Rule 3, of the Notification in this Department, No 1429C.-S. R, dated March 30, 1899, [\*] published in the *Gazette of India* of the same date.

[\* Serial No 1  
of this Appendix ]

No. 17.—Government of India, Finance and Commerce Department, Notification No. 6418-S.R., dated Calcutta, 22nd December 1900 (published in *Gazette of India*, dated 29th idem).

In exercise of the power conferred by section 10 (1) of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to declare that, with effect from January 1, 1900, New Zealand shall be added to the list of British Possessions for which the letter rate of postage is one anna per half ounce, mentioned in Part I, Rule 3, of the Notification in this Department, No 1429-C-S. R, dated March 30, 1899, [\*] published in the *Gazette of India* of the same date.

[\* Serial No 1  
of this Appendix ]

[Substitute this correction slip for the one bearing the same No. previously issued and remove and destroy the latter slip ]

Appendix No. 2—

*Add the following Notifications (numbered 18 to 20) to this Appendix and insert this and the three succeeding pages between pages 80f and 81 —*

No. 18.—Government of India, Finance and Commerce Department, Notification No. 1604-S. II., dated Calcutta, the 20th March 1901 (published in *Gazette of India*, dated the 23rd idem).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council in pleased to direct that the undermentioned amendment shall be made in the rules published in the notification in this Department, No. 1429, C. S R., dated the 30th March 1899[\*] —

\* Serial No. 1  
of this Appen-  
dix ]

For rule 127 substitute the following :—

127. The following shall be the rates of postage chargeable on official postal articles where the postage is prepaid —

**Letters.**

For a letter not exceeding  
half a tola in weight . . . Half an anna

For a letter exceeding half  
a tola but not exceeding  
ten tolas in weight . . . One anna.

For every additional ten tolas  
or part of that weight up  
to 40 tolas . . . One anna.

*Note.*—For a letter exceeding forty tolas in weight, ordinary letter postage rates shall be charged on the whole weight

**Post Cards.**

For a single post card . . . One quarter of an anna

**Book Packets**

For every ten tolas or part of that weight . . . Half an anna.

**Parcels.**

For a parcel not exceeding  
twenty tolas in weight . . . Two annas

For a parcel exceeding twenty  
tolas but not exceeding  
forty tolas in weight . . . Four annas

For every additional forty  
tolas or part of that weight . . . Four annas,

*Note 1.*—Articles which exceed 40 tolas shall be treated and charged with postage, as packets or as parcel unless specially marked by the senders for transmission as letters, or prepaid at letter rates.

*Note 2.* The prepayment of postage on unregistered parcels shall be compulsory. Parcels weighing more than 440 tolas shall be registered.

*Note 3.*—Postal articles for transmission to Ceylon may also be prepaid at the above rates. Official parcels for transmission to Aden or Ceylon shall be registered.

**No. 19.**—Government of India, Finance and Commerce Department, Notification No. 2178-S. R., dated 22nd April 1901 (published in *Gazette of India*, dated the 27th idem).

In exercise of the powers conferred by Chapter IX of the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to cancel rule 113 of the rules published in the Notification in this Department No. 1429C.-S. R., dated the 30th March 1899. [\*]

[\* Serial No. 1  
of this Appen-  
dix.]

**No. 20.**—Government of India, Finance and Commerce Department, Notification No. 2573-S. R., dated Simla, the 13th May 1901 (published in *Gazette of India*, dated the 18th idem).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that, with effect from the 1st of July 1901, the following amendments shall be made in the rules published in previous notifications in this Department under that Act:

(1) In rule 1 of the Rules published in Notification No. 3566-S. R., dated the 4th August 1899, [\*] and also in rule 127 published in Notification No. 1604-S. R., dated the 20th March 1901, [†] substitute the following for the rates of postage under the head "Parcels":

[\* Serial No. 3  
of this Appen-  
dix]  
[† Serial No. 18  
of this Appen-  
dix.]

(a) *Parcels not exceeding 440 tolas in weight—*

For a parcel not exceeding  
twenty tolas in weight . Two annas.  
For a parcel exceeding  
twenty tolas, but not  
exceeding forty tolas in  
weight . Four annas.  
For every additional forty  
tolas or part of that  
weight . Two annas.

(b) *Parcels exceeding 440 tolas in weight—*

For a parcel exceeding 440  
tolas, but not exceeding  
480 tolas in weight . Three rupees  
For every additional forty  
tolas or part of that  
weight . Four annas.

(2) In rule 2 of the Rules published in Notification No. 3566-S. R., dated the 4th August 1899, [\*] cancel the words—

[\* Serial No. 3  
of this Appen-  
dix.]

“On an unpaid registered parcel. The prepaid rate (and registration fee).”

(3) For rules 21, 28, 29, 35, and 128, published in Notification No. 1429-C. S. R., dated the 30th March 1899, [†] *substitute* the following:

[† Serial No. 1  
of this Appen-  
dix.]

21. The postage on a parcel shall be fully prepaid by means of postage stamps which shall be affixed either to the cover of the parcel or to an official label which can be obtained free at the post office. In either case, the sender or his messenger shall affix the stamps himself, postal officials being strictly forbidden to affix them.

28 In addition to the postage, a fee of two annas shall be charged for the registration of any postal article.

29. The payment of the postage and registration fee shall be compulsory in the case of all registered articles, and shall be made by means of postage stamps affixed to the articles.

35. Registration shall be obligatory in the case of—

- (1) Any parcel exceeding 440 tolas in weight ;
- (2) Any insured parcel ; and
- (3) Any parcel addressed to a place for which a customs declaration is required.

128. The postage chargeable on the delivery of official postal articles, when the postage is not prepaid or is insufficiently prepaid shall be as follows :

On an unpaid letter or packet . . . . The prepaid rate.

On an insufficiently paid letter or packet . . . . The deficiency.

In cases where it is not thought advisable to entrust postage stamps to a subordinate official who has to correspond with or to send returns to, a superior, he may be allowed by his superior to post to him official articles other than parcels without prepaying the postage, and the same course may be adopted in other cases where it is found convenient or proper to make the postage charge fall on the receiving office,



(4) *For*—Note 2 under rule 127 published in Notification No. 1604-S.R., dated the 20th March 1901, [\*] substitute the following :  
 [\* Serial No. 18 of this Appendix.]

*Note 2.*—The prepayment of postage on parcels shall be compulsory. Parcels weighing more than 440 tolas shall be registered.

(5) In rule 133 of the Rules published in Notification No. 1429C-S.R., dated the 30th March 1899, [†] for the words "Letters, packets, and registered parcels" at the beginning of clauses (1) and (2) *substitute* the words "Letters and packets."  
 [† Serial No. 1 of this Appendix.]

No. 108.

Appendix No. 2, p j)—

*Add the following (numbered 21 and 22) to this Appendix and his slip on the blank space left at page 80 (j):—*

No. 21, Government of India, Finance and Commerce Department Notification *Ex.*, dated Simla, the 4th October 1901 (published in *Gf India*, dated the 5th idem).

In exercise of the conferred by section 25 of the Indian Post Office Act, 1898 (1898), the Governor-General in Council is pleased to empower the deputy postmaster, and the assistant postmaster and the postmaster at Akyab to search, or cause to be made, for any opium, the bringing or taking of which land into or out of Burma, except the Shan States, is prohibited by Notification No. 5160-*Ex.* of this date, in course of trade by post to any place in Burma, and to direct that the said shall deliver all such opium found to the officer for the time charge of the opium administration of the Rangoon Town Akyab District as the case may be; and that such opium disposed of in accordance with the rules for the time being relating to opium confiscated under the provisions of the Act, 1878 (1 of 1878).

No. 22, Government of India, Finance and Commerce Department Notification —*S.R.*, dated Calcutta, the 3rd December (1901 published in *Gazette of India*, dated the 7th idem).

In exercise of the conferred by section 31 of the Indian Post Office Act, 1898 (1898), the Governor-General in Council is pleased to direct that "watches" shall be omitted from rule 61 of the rules published in the Notification in this Department No. 1429C.—*S. R.*, 30th March 1899. [\*].  
 [\* Serial No. 1 of this Appendix.]

No 163.

Appendix No. 2, page 80 (j)—

*Add the following Notification (numbered 23) to this Appendix and paste this slip between pages 80 (j) and 81—*

Government of India, Finance and Commerce Department, Calcutta, the 14th

Appendix No. 2, Serial No. 25 (added by C. S. No. 175), page 80 (j)—

*Correct the Serial No. given to Notification No. 1531-S.R., dated 14th March 1902, from 25 to 23.*

13 of the  
General In-  
land Revenue  
Rules—  
S. R.,

No. 223

No. 1 of this  
Appendix.]

(1) For the schedule of fees given in rule 79 substitute the following:—

*Schedule of fees.*

On any sum specified for recovery not exceeding Rs 5 . . . . .	1 anna.
On any sum specified for recovery exceeding Rs 5, but not exceeding Rs 10 . . . . .	2 annas.
On any sum specified for recovery exceeding Rs 10, but not exceeding Rs 25 . . . . .	4 annas.
On any sum specified for recovery exceeding Rs 25 . . . . .	4 annas for each complete sum of Rs 25, and 4 annas for the remainder, provided that, if the remainder does not exceed Rs 10, the charge for it shall be only 2 annas.

(2) For rule 79 substitute the following:—

79. A commission on the issue of inland money orders shall be charged at the following rates, namely:—

On any sum not exceeding Rs 5 . . . . .	1 anna.
On any sum exceeding Rs 5, but not exceeding Rs 10 . . . . .	2 annas.
On any sum exceeding Rs 10, but not exceeding Rs 25 . . . . .	4 annas.
On any sum exceeding Rs 25 . . . . .	4 annas for each complete sum of Rs 25, and 4 annas for the remainder, provided that, if the remainder does not exceed Rs 10, the charge for it shall be only 2 annas.

Appendix No. 2, page 80 (k) —

*Add the following Notification  
Appendix and paste this slip between*

No. 24—Government of India, Finance Department, Notification No. 1951 S. R., dated 1951, published in the *Gazette of India*, dated 1951.

In exercise of the power conferred by the Indian Post Office Act, 1898 (VI of 1898), the Council is pleased to declare that in the 1st part of the letter rate of postage is one pice for which the letter rate of postage is one pice mentioned in Part I, rule 3 of the Notification No. 1429-C. S. R., dated the 30th March 1899 of *India* of the same date, the following countries, namely:—

"(Including the British Postal Agency for Foochow, Hankow, Hoihow, Lin Kung and Swatow in China)."

25) to this  
left on page

~~ment, Notification No. 1902, published in the *Gazette of India*, dated 1902.~~

merce Department,  
the 14th June  
the 21st idem).

In exercise of the powers conferred by the Indian Post Office Act, 1898 (VI of 1898), the Governor General in Council is pleased to direct that the following addition shall be made to rule 157 of the rules published in the Notification in this Department, No. 1429-C. S. R., dated the 30th March 1899,\* namely:—

\*[Serial No. 1 of this Appendix.]

After clause (2) of rule 157 add the following:—

- (3) for a period of seven days from the date on which it reached the post office, when that office is a branch office.

## APPENDIX No. 3.

### THE GOVERNMENT SAVINGS BANK ACT, 1873.

#### CONTENTS.

##### PREAMBLE.

##### *Preliminary.*

##### Sections.

1. Short title.  
Local extent.
2. [*Repealed.*]
3. Interpretation-clause.

##### *Deposits belonging to the Estates of Deceased Persons.*

4. Payment on death of depositor.
5. Payment to be a discharge.  
Saving of right of executor.  
Saving of right of creditor.
6. Security for due administration.
7. Power to administer oath.  
Penalty for false statements.
8. Deposit when excluded in computing court-fees.
9. Act not to apply to deposits belonging to estates of European soldiers or deserters.

##### *Deposits belonging to Minors.*

10. Payment of deposits to minor or guardian.
11. Legalization of like payments heretofore made.

##### *Deposits belonging to Lunatics.*

12. Payment of deposits belonging to lunatics.

##### *Deposits made by Married Women.*

13. Payment of married women's deposits.

##### *Rules.*

14. Rules regulating certificates under Section 8, and payments under Section 10, 12 or 13.

Appendix No. 2, page 80 (1)—

*Add the following Notification (numbered 25) to this Appendix, and paste this slip on the blank space left on page 80 l:—*

No. 25. Government of India, Finance and Commerce Department, Notification No. 3309—*S. R.*, dated Simla, the 14th June 1902, (published in the *Gazette of India*, dated the 21st idem).

In exercise of the powers conferred by the Indian Post Office Act, 1838 (VI of 1838), the Governor General in Council is pleased to direct that the following addition shall be made to rule 157 of the rules published in the Notification in this Department, No. 1429-C. *S R.*, dated the 30th March 1899,\* namely:—

\*[Serial No. 1  
of this Appen-  
dix]

After clause (2) of rule 157 add the following:—

- (3) for a period of seven days from the date on which it reached the post office, when that office is a branch office.

# APPENDIX No. 3.

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## THE GOVERNMENT SAVINGS BANK ACT, 1873.

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### CONTENTS.

#### PREAMBLE.

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#### Sections.

1. Short title.  
Local extent.
2. [*Repealed.*]
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*Deposits belonging to the Estates of Deceased Persons.*
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#### *Deposits belonging to Minors.*

10. Payment of deposits to minor or guardian.
11. Legalization of like payments heretofore made.

#### *Deposits belonging to Lunatics.*

12. Payment of deposits belonging to lunatics.

#### *Deposits made by Married Women.*

13. Payment of married women's deposits.

#### *Rules.*

14. Rules regulating certificates under Section 8, and payments under Section 10, 12 or 13.



## Appendix No. 3.

### THE GOVERNMENT SAVINGS BANKS ACT, 1873.

#### ACT No. V of 1873.

*Received the Governor General's assent on the 28th January, 1873.*

An Act to amend the Law relating to Government Savings Banks.

WHEREAS it is expedient to amend the Law relating to the pay- Preamble.  
ment of deposits in Government Savings Banks ; it is hereby enacted  
as follows :—

#### *Preliminary.*

1. This Act may be called "The Government Savings Banks Act, Short title.  
1873."

It extends to the whole of British India.

Local extent.

[*Repealed by Act XVI of 1874.*]

Commence-  
ment.

2. [*Repealed by Act XII of 1873.*]

Repeal of Act  
XXVI of 1855.  
Interpretation  
clause.

3. In this Act—

"Depositor" means a person by whom, or on whose behalf "Depositor."  
money has been heretofore, or shall be hereafter, deposited in a  
Government Savings Bank ; and "deposit" means money so depo- "Deposit."  
sited :

"Secretary" includes every person empowered to manage a "Secretary."  
Government Savings Bank ; and

"Minor" means a person who has not completed the age of "Minor."  
eighteen years.

#### *Deposits belonging to the Estates of Deceased Persons.*

4. If a depositor dies, leaving in a Government Savings Bank a Payment on  
sum of money not exceeding one thousand rupees, death of  
and if probate of his will or letters of administration of his estate, depositor.  
or a certificate granted under Act No. XXVII of 1860\* (*for facili- XXVII of  
tating the collection of debts on successions, and for the security 1860.*)  
of parties paying debts to the representatives of deceased persons)

\* Act No. XXVII of 1860 has been repealed by Act No. VII of 1889.



is not produced to the Secretary of such Bank within three months of the death of the said depositor,

the Secretary of such Bank may pay the said sum of money to any person appearing to him to be entitled to receive it, or to administer the estate of the deceased.

Payment to be  
a discharge.

5. Such payment shall be a full discharge from all further liability in respect of the money so paid:

Saving of  
right of exe-  
cutor.

But nothing herein contained precludes any executor or administrator, or other representative of the deceased, from recovering from the person receiving the same the amount remaining in his hands, after deducting the amount of all debts or other demands lawfully paid or discharged by him in due course of administration.

Saving of  
right of cre-  
ditor.

XXVI of  
1855.

And any creditor or claimant against the estate of the deceased may recover his debt or claim out of the money paid under this Act, or the said Act No. XXVI of 1855,\* to any person, and remaining in his hands unadministered, in the same manner and to the same extent as if the latter had obtained letters of administration of the estate of the deceased.

Security for  
due adminis-  
tration.

6. The Secretary of any such Bank may take such security as he thinks necessary from any person to whom he pays any money under section 4 for the due administration of the money so paid,

and he may assign the said security to any person interested in such administration.

Power to  
administer  
oath

7. For the purpose of ascertaining the right of the person claiming to be entitled as aforesaid, the Secretary of any such Bank may take evidence on oath or affirmation according to the law for the time being relating to oaths and affirmations.

Penalty for  
false state-  
ments.

XLV of  
1860.

Any person who, upon such oath or affirmation, makes any statement which is false, and which he either knows or believes to be false or does not believe to be true, shall be deemed guilty of an offence under section 193 of the Indian Penal Code.

Deposit when  
excluded in  
computing  
court-fees.

VII of  
1870.

8. Where the amount of the deposit belonging to the estate of a deceased depositor does not exceed one thousand rupees, such amount shall be excluded in computing the fee chargeable, under the Court Fees Act, 1870, on the probate, or letters of administration, or certificate (if any), granted in respect of his property:

Provided that the person claiming such probate or letters or certificate shall exhibit to the Court authorized to grant the same a certificate of the amount of the deposit in any Government Savings Bank belonging to the estate of the deceased. Such certificate shall be signed by the Secretary of such Bank, and the Court shall receive it as evidence of the said amount.

\* Repealed by this Act, Section 2.

9. Nothing hereinbefore contained applies to money belonging to the estate of any European officer, non-commissioned officer, or soldier dying in Her Majesty's service in India, or of any European who, at the time of his death, was a deserter from the said service.

Act not to apply to deposits belonging to estates of European soldiers or deserters.

*Deposits belonging to Minors.*

10. Any deposit made by, or on behalf of, any minor, may be paid to him personally, if he made the deposit, or to his guardian for his use, if the deposit was made by any person other than the minor, together with the interest accrued thereon.

Payment of deposits to minor or guardian.

The receipt of any minor or guardian, for money paid to him under this section, shall be a sufficient discharge therefor.

11. All payments of deposits heretofore made to minors or their guardians by any Secretary of a Government Savings Bank shall be deemed to have been made in accordance with law.

Legalization of like payments heretofore made.

*Deposits belonging to Lunatics.*

12. If any depositor becomes insane or otherwise incapable of managing his affairs,

Payment of deposits belonging to lunatics.

and if such insanity or incapacity is proved to the satisfaction of the Secretary of the Bank in which his deposit may be,

such Secretary may, from time to time, make payments out of the deposit to any proper person,

and the receipt of such person, for money paid under this section, shall be a sufficient discharge therefor.

Where a Committee or Manager of the depositor's estate has been duly appointed, nothing in this section authorizes payments to any person other than such Committee or Manager.

*Deposits made by Married Women.*

13 Any deposit made by or on behalf of a married woman, or by or on behalf of a woman who afterwards marries, may be paid to her, whether or not the Indian Succession Act, 1865, section 4, applies to her marriage; and her receipt for money paid to her under this section shall be a sufficient discharge therefor.

Payment of married women's deposit. X of 1865.

*Rules.*

14. All certificates under section 8, and all payments under section 10, section 12 or section 13, shall be respectively granted and made by the Secretary of the Bank, subject to such rules consistent with this Act as the Governor-General in Council may, from time to time, prescribe.

Rules regulating certificates under section 8, and payments under section 10, 12 or 13.



## APPENDIX No. 4.

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### RULES RELATING TO THE PROCEDURE TO BE FOLLOWED WHEN THE STATUS OF A POST OFFICE IS CHANGED OR WHEN A POST OFFICE IS CLOSED.

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#### CONTENTS.

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##### GENERAL.

- |   |  |
|---|--|
| 1. Change in the status of a post office.<br>2. Changes in the status of post offices involving the transfer of balances. | 3. The procedure regulating changes in the status of post offices. |
|---|--|

##### WHEN A HEAD OFFICE IS CONVERTED INTO A SUB-OFFICE.

4. The points to be considered when a head office is converted into a sub-office.

##### *(a)—What A should do before the conversion.*

- |  |   |
|--|---|
| 5. The head office to incorporate in its accounts the transactions of sub and branch offices.<br>6. The head office monthly cash account to be closed without a balance. | 7. Preparation of lists of savings bank accounts which are to be transferred.<br>8. Preparation of lists of dead accounts which are to be transferred.<br>9. Return of British postal orders to the Comptroller, Post Office. |
|--|---|

##### *(b)—What A should do after the conversion.*

- |   |   |
|---|---|
| 10. The balances to be brought forward by the new sub-office.<br>11. Sub-savings bank journal to be opened. | 12. How savings bank transactions are to be recorded before receipt of intimation of the change of numbers.<br>13. Supply of British postal orders. |
|---|---|

*(c)—What B should do.*

- |   |   |
|---|---|
| 14. Credit of opening balances of sub-offices and of the amounts in transit.<br>15. Entries in savings bank journal and ledgers and submission of lists of accounts to the Comptroller. | 16. Lists of dead accounts to be submitted to the Comptroller.<br>17. Issue of pass-books and entry of new numbers<br>18. Supply of British postal orders by the head office. |
|---|---|

*(d)—What the sub-offices transferred from A and placed under B (or any other head office) should do.*

- |  |  |
|--|--|
| 19. Preparation and submission of daily accounts.<br>20. Entries of numbers of savings bank accounts in savings bank journal, pass-book and other documents. | 21. Old numbers to be used until receipt of intimation of the new numbers.<br>22. Supply of British postal orders. |
|--|--|

## WHEN A SUB-OFFICE IS CONVERTED INTO A HEAD OFFICE.

23. The points to be considered when a sub-office is converted into a head office.

*(a)—What A should do.*

- |   |  |
|---|--|
| 24. Inclusion of the transactions of all sub-offices up to date of transfer in accounts of the head office. | 25. Preparation of list of savings bank accounts which are to be transferred.<br>26. Stock of British postal orders to be withdrawn. |
|---|--|

*(b)—What B should do.*

- |   |  |
|---|--|
| 27. Opening of accounts and crediting of balances.<br>28. Entries in savings bank journal and ledger and submission of list to the Comptroller. | 29. Issue of pass-books and entry of new numbers.<br>30. Supply of British postal orders to be obtained. |
|---|--|

*(c)—What the sub-offices transferred from A and placed under B should do.*

31. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.

TRANSFER OF A SUB-OFFICE FROM THE JURISDICTION OF ONE  
HEAD OFFICE TO THAT OF ANOTHER.

32. Procedure to be followed by sub-offices when their head  
office is changed.

(a)—*What the transferring head office A should do.*

- |   |  |
|---|--|
| 33. The head office to incorporate in its accounts the transactions of sub-offices and maintain supplementary accounts. | 34. Preparation of lists of savings bank accounts and the closing of accounts in the ledger. |
|   | 35. Stock of British postal orders to be withdrawn.  |

(b)—*What B should do.*

- |  |  |
|--|--|
| 36. Credit of the opening balances of sub-offices and of the amounts in transit. | 38. Issue of new pass-books and entry of numbers.                      |
| 37. Entries in journal and ledger from list of savings bank accounts.            | 39. Old numbers to be used until receipt of intimation of new numbers. |
|  | 40. Supply of British postal orders.                                   |

(c)—*What the sub-office should do.*

41. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.

ABOLITION OF, OR WITHDRAWAL OF SAVINGS BANK POWERS  
FROM, A SUB OR BRANCH OFFICE.

(a)—*Procedure of the sub-office.*

- |   |  |
|---|--|
| 42. Balance to be remitted to the head office.  | 44. Entries in pass-books.   |
| 43. Depositors to be communicated with when a sub-savings bank is to be abolished or its savings bank powers withdrawn. | 45. Undelivered money orders and stock of British postal orders to be returned to the head office. |

(b)—*Procedure of the head office to which the sub-offices were subordinate.*

- |  |  |
|--|--|
| 46. Credit of sub-office balance in head office.   | 48. Transfer of savings bank accounts from one sub-office to a sub-office under another head office. |
| 47. Transfer of savings bank accounts from one sub-office to another under the same head office. |  |

*(c)—Procedure of the new head office.*

- |  |  |
|--|--|
| 49. Entries in ledger from the<br>lists of accounts. | 50. Issue of pass-books and communication of balance, name of depositor and new number to sub-offices. |
|--|--|

*(d)—Procedure of the new sub-savings bank.*

51. Entries in sub-savings bank journal.

## Appendix No. 4.

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### RULES RELATING TO THE PROCEDURE TO BE FOLLOWED WHEN THE STATUS OF A POST OFFICE IS CHANGED OR WHEN A POST OFFICE IS CLOSED.

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#### General.

1. **Change in the status of a post office.**—Whenever it is considered necessary to change the status of a post office, it should always be arranged to give effect to the change from the beginning of a quarter. The 1st April is the most convenient date for the introduction of a change in the status of a head office, and the head of the circle should give the Comptroller at least a month's notice of his intention.

2. **Changes in the status of post offices involving the transfer of balances.**—The following changes in the status of post offices necessitate the transfer of balances and adjustment in the accounts of money order and savings bank transactions:—

- (a) Conversion of a head office into a sub-office.
- (b) Conversion of a sub-office into a head office.
- (c) Transfer of a sub-office from the jurisdiction of one head office to that of another.
- (d) Abolition of, or withdrawal of savings bank powers from, a sub or branch office.

3. **The procedure regulating changes in the status of post offices.**—The procedure regulating these changes is described in the following rules:—

**NOTE.**—As a general rule, in the case of these changes (except when savings bank powers are withdrawn from a sub-office), it is most important to complete the accounts of a month under the previous arrangements before commencing another month's accounts under the revised arrangements. For this purpose the sub-offices should send their daily accounts and money order lists up to and including the day previous to the change, to the existing head offices, and subsequently to the new head offices.



### **When a head office is converted into a sub-office.**

4. The points to be considered when a head office is converted into a sub-office.—If a head office A is to be converted into a sub-office and placed under a head office B, with effect from a given date (say the 1st July), the points to be considered are :—

- (a) what A should do before the conversion,
- (b) what A should do after the conversion,
- (c) what B should do,
- (d) what the sub-offices transferred from A and placed under B (or any other head office) should do.

#### ***(a)—What A should do before the conversion.***

5. The head office to incorporate in its accounts the transactions of sub and branch offices.—The postmaster of A will incorporate in his head office cash book and cash account for June, the transactions of all his present sub-offices up to and including the 30th June, delaying the submission of the monthly cash account for the purpose. To do this all the sub-office daily accounts relating to the closing days of the month of June received in the head office A during the early part of July should form the subject of a supplementary sub-office summary for the 30th June, the totals of which will be carried into columns 3 and 10 of a supplementary page for the 30th June opened in connection with the head office cash book also. As there will be no figures in columns 2 and 4 or 9 and 11 of the supplementary page of the head office cash book, the figures shown in columns 3 and 10 of that page will be carried into columns 5 and 12 thereof. The totals of the previous days of the month will be brought forward in columns 6 and 13 and progressive totals made in columns 7 and 14. This will be repeated from day to day until all the sub-office transactions for June have been incorporated in the head office cash book. The postmaster of A should also recoup the permanent advance for contingencies held by him on the 30th June and credit the amount as well as other (if any) amounts kept out of account as "miscellaneous (unclassified) receipts" noting the fact at foot of the certificate of balances (rule 6).

6. The head office monthly cash account to be closed without a balance.—The monthly cash account of the head office A for June should close without a balance. This should be accomplished by charging off the balances as detailed in the certificate below which

may exist at the head office and sub-offices on the 30th June as a transfer to the head office B. The entry should be made in column 12 against item 13 of the last supplementary page of the head office cash book for the month of June with a reference to the page that the amount represents the account balance of the head office A and its sub-offices. The corresponding charge in the cash account should be detailed in the schedule of transfers and supported by a certificate in the following form:—

Certified that the following is the correct balance on the 30th June transferred to the head office B on the conversion of this office into a sub-office:—

	Cash.	Postage due on articles in deposit	Postage stamps.	Other non-postal stamps.	TOTAL.
Head office A .					
Sub-offices (in detail)					
In transit (in detail) .					
TOTAL .					

The above balances agree with—

- (i) The balance of the head office on the 30th June as ascertained by actual counting of the cash, the calculation of the postage due on articles in deposit, and of the value of postage stamps and other non-postal stamps and the balance of branch offices as shown in the branch office summary on 30th June.
- (ii) The balances of sub-offices, as shown in their daily accounts of the 30th June.
- (iii) The amounts actually in transit on the 30th June from the head office to its sub-offices, from the sub-offices to their head office and from one sub-office to another.
- (iv) The "cash in head office" includes the following items which were brought into account on the 30th June (*vide* rule 5)—
  - (a) Undisbursed salaries of Imperial establishments returned by overseers . . . . . Rs.
  - (b) Permanent advance for contingencies . . . . . "

- (c) Value-payable money remaining in hand, being the total amount recovered from the addressees of value-payable articles after the closing of the money order journals . . . Rs.
- (d) Other items as detailed below :—

A. B.,  
Postmaster.

A copy of the certificate should be pasted on the lower portion of the postmaster's balance sheet appearing on the last supplementary page of head office cash book for the month of June in which the items (5), (6) and (7) will be *nil*; another copy should be sent to the postmaster of the head office B for information as soon as possible after the close of the month.

NOTE 1.—If some of the sub-offices under A are placed under B, and some under another head office (say C), the balances of the former should be charged as remitted to B, and those of the latter as remitted to C. Two certificates of balances should be drawn up in the form prescribed above (the one showing the balances of A and of the sub-offices which are to be placed under B and the other showing the balances of the sub-offices which are to be transferred under C) and forwarded to the head offices concerned.

NOTE 2.—In the last supplementary page of the sub-office summary for June a note "Transferred to head office B" or "Transferred to head offices B and C" (as the case may be) should be made against the closing balances of the sub-offices.

**7. Preparation of lists of savings bank accounts which are to be transferred.**—On the day on which all the transactions at sub-offices during the month of June have been incorporated in the head office cash book for that month, lists must be prepared showing the numbers of savings bank accounts, names of depositors and balances of the accounts to be transferred to each head office, and these lists must be despatched to the new head office (or offices) on the same day. The accounts transferred will be closed in the ledger and entered in the journal (form S. B.-2) in the manner indicated in rule 758 of Volume I of the *Post Office Manual*, the name of the new head office (or offices) being noted against the entries. Advices of transfer need not be prepared.

**8. Preparation of lists of dead accounts which are to be transferred.**—A list of dead accounts transferred will similarly be prepared and despatched to the new head office (or offices) on the same day. No entries should, however, be made in the journal.

**9. Return of British postal orders to the Comptroller, Post Office.**—The British postal orders, if any, lying unsold in the head office A on the evening preceding the date of conversion should be returned to the Comptroller's office: any British postal orders remaining unsold in its sub-offices should be withdrawn and sent to the Comptroller, Post Office.

**(b)—What A should do after the conversion.**

**10. The balances to be brought forward by the new sub-office.**—The sub-postmaster of A, in opening his accounts on the 1st July, will bring forward the working account balance of the late head office on the 30th June (including the balances of its branch offices, the postage, cash and stamps in transit between itself and its branch offices as shown in the branch office summary on the 30th June and the balance of the head office deposit account of that date and excluding the balances of its old sub-offices and the postage cash and stamps in transit between itself and its sub-offices or between any two of its sub-offices, as shown in the sub-office summary proper on the 30th June). The cash in hand will include the items (a), (b), (c) and (d), referred to in rule 6 (iv) and out of these the amounts required for payment will be charged off in the new sub-office accounts as "unclassified payments" on 1st July.

**11. Sub-savings bank journal to be opened.**—The new sub-savings bank will open a sub-savings bank journal (form S. O.-15) and enter in it the accounts of depositors remaining in account with it as a sub-savings bank, the necessary details being taken from the ledger (form S. B.-1.) The numbers given by the new head office B to the accounts opened at the new sub-office and communicated to the sub-office through the savings bank slips accompanying the *h. o. slips* (*vide* rule 15) should be entered by the sub-postmaster in red ink under the old numbers against the last entry relating to each depositor in his sub-savings bank journal (form S. O.-15) and subsequently the lower or new numbers of the accounts will be used for recording transactions in the journal and other documents. When a pass book is first presented after the transfer, the sub-postmaster will enter the new number and the name of the new head office on it in red ink under the original entries, which should be scored through, and obtain a specimen of signature from each depositor, and after having compared all the signatures with those originally furnished by the depositors which are in the specimen signature book of the late head office A, send them to the new head office.

**12. How savings bank transactions are to be recorded before receipt of intimation of the change of numbers.**—If before receipt of intimation of the change of numbers the sub-postmaster has received or repaid deposits on existing accounts, the transactions should be shown in the sub-office savings bank memoranda in the usual course, the original numbers being used. The necessary corrections will be made by the head office B in due course (*vide* rule 17).

**13.—Supply of British postal orders.**—If the new sub-office is authorised to sell British postal orders, it will be supplied with a stock by the head office B (*vide* rule 18).

**(c)—What B should do.**

**14. Credit of opening balances of sub-offices and of the amounts in transit.**—The head office B, in incorporating the sub-office accounts of the 1st July, will credit the opening balances as well as the amounts in cash and unpaid postage previously in transit from the old head office to the sub-offices but acknowledged by the latter in their daily accounts of the 1st July to the head "Transfers from other head offices." The entry will appear in column 5 against heading 6 of the head office cash book for the 2nd July, and a few subsequent dates as the daily accounts come in, with necessary details at foot of each page, and the corresponding credit in the cash account will be detailed in the schedule of transfers. The head office B will also take the credits (or debits) in adjustment of remittances in transit to the same head as they appear in the subsequent sub-office daily accounts, and send a copy of the certificate received from the late head office A without delay to the Comptroller, Post Office, with an intimation that the amounts shown therein have been duly credited in his accounts for July. The new head office B will also show in its sub-office summary for the 2nd July, and a few subsequent dates as the daily accounts come in, the account balances of the new sub-offices placed under it in the column relating to closing balances, noting at the same time in the column of remarks, that the amount recorded against each sub-office was the actual account balance of the sub-office on the 1st July. As the total of the column in the sub-office summary relating to closing balances of sub-offices will include the balances of the new sub-offices, the necessary deductions will also be made in the balance sheet of the head office B for 2nd July and a few subsequent dates (*vide* entries under 6 in the sheet).

**15. Entries in savings bank journal and ledgers and submission of lists of accounts to the Comptroller.**—The list of savings bank accounts received from the late head office A will be accepted as an advice of transfer and the journal and the ledger written up from it in accordance with rule 760 of the *Post Office Manual*, Volume I. A copy of the list should be prepared and forwarded to the Comptroller, Post Office (noted in the s. b. voucher list), along with the journal in which the opening entries of the transfers are made; this will serve as an advice of transfer.

**16. Lists of dead accounts to be submitted to the Comptroller.**—The list of dead accounts will be despatched by the new head office to the Comptroller's office and a copy thereof kept in the head office. No action will be taken until application for the renewal of a dead account is received, when rule 785 of Volume I of the *Post Office Manual* will be observed. A fresh number will, however, be assigned to a re-opened dead account.

**17. Issue of pass-books and entry of new numbers.**—New pass-books will not be issued by the new head office, but new numbers will be given to the accounts opened at sub-offices and communicated to those offices through the savings bank slips. The original numbers in the new sub-office accounts referred to in rule 12 will be corrected by the head office B, when the items are transferred to journals. In cases of doubt regarding the identity of depositors the list received from the newly converted sub-office should be referred to.

**18. Supply of British postal orders by the head office.**—British postal orders should be supplied to the newly converted sub-office as well as to the sub-offices transferred with it under B if the offices are authorised to keep a stock of them (*vide* rule 13).

**(d)—What the sub-offices transferred from A and placed under B (or any other head office) should do.**

**19. Preparation and submission of daily accounts.**—The sub-offices should send their daily accounts up to 30th June to the head office A, making a manuscript remark "Sent to head office A" against the closing account balances on 30th June. In opening the accounts for 1st July (the day of the change), they should bring forward the closing account balances with a remark in manuscript "Received from the head office B" and from that day should send their daily accounts to the new head office B (*vide* note under rule 3).

**NOTE.**—If there are any cash remittances to be made or unpaid undeliverable articles to be returned during the closing days of June, which, if sent to the old head office, would reach it after the date of its conversion, they should be detained and sent with the first daily account to the new head office.

**20. Entries of numbers of savings bank accounts in savings bank journal, pass-book and other documents.**—The numbers given by the head office B to the accounts existing at the sub-office and communicated to the sub-office through the savings bank slips (rule 29) should be entered by the sub-postmaster in red ink under the old numbers against the last entry relating to each depositor in the

savings bank journal (form S. O.-15) and subsequently the lower or new numbers of the accounts will be used for recording transactions in the journal or other documents. When a pass-book is first presented after the transfer, the sub-postmaster concerned will enter the new number and the name of the new head office on it in red ink under the original entries, which should be scored through, and obtain a specimen of signature from each depositor and, after having compared all the signatures with the specimen signatures originally furnished by the depositors which are kept in the specimen signature book at the sub-offices, send them to the new head office.

**21. Old numbers to be used until receipt of intimation of the new numbers.**—If before receipt of intimation of the change of numbers the sub-postmaster has received or repaid deposits on existing accounts, he should show them in his savings bank memos. in the usual course, using the original numbers, the necessary corrections being made by the head office B in due course.

**22. Supply of British postal orders.**—If the sub-offices are authorised to sell British postal orders they will be supplied with a stock by the head office B (rule 30).

### **When a sub-office is converted into a head office.**

**23. The points to be considered when a sub-office is converted into a head office.**—If a sub-office X under a head office A is to be converted into a head office B from any date, say the 1st July, and certain sub-offices under A are placed under B, the following points are to be considered :—

- (a) What A should do,
- (b) What B should do,
- (c) What the sub-offices placed under B should do.

#### ***(a)—What A should do.***

**24. Inclusion of the transactions of all sub-offices up to date of transfer in accounts of the head office.**—The postmaster of A will incorporate in his head office cash book and cash account for June the transactions of all his present sub-offices (including X) up to and including the 30th June, delaying the submission of the monthly cash account for the purpose. To do this he should observe the procedure laid down in rule 6 respecting the maintenance of supplementary accounts for the 30th June, and no balance should be carried forward to the balance sheet of the head office cash book for the 1st July until the supplementary accounts for the 30th June

have been closed. He will also charge off the balances which may exist on 30th June at the sub-office X as well as at the sub-offices which are to be placed in account with the new head office B as a transfer to B. The entry should be made in column 12 against item 13 of the last supplementary page of the head office cash book for the month of June with the necessary remark at foot of the page. The corresponding charge in the cash account should be detailed in the schedule of transfer and supported by a certificate in the following form:—

Certified that the following is the correct balance on 30th June of the sub-office X as well as of the sub-offices which will be placed under B:—

	Cash.	Postage on articles in deposit.	Postage stamps.	Other postal stamps.	TOTAL.
Sub-offices (in detail) .					
In transit (in detail) .					
TOTAL .					

The above balance agrees with—

- (i) The balances of the sub-offices as shown in their daily accounts on 30th June.
- (ii) The amounts actually in transit between the head office A and sub-offices and between one sub-office and another on 30th June.

A. B.,  
Postmaster.

A copy of the certificate should be sent to the head office as soon as possible after the close of June.

NOTE.—In the last supplementary page of the sub-office summary for June a note “Transferred to head office B” should be made against the closing balances of the sub-office X as well as of the sub-offices to be transferred and the total of the balances of these sub-offices should be deducted from the total of the column relating to closing balances.

**25. Preparation of list of savings bank accounts which are to be transferred.**—On the day on which all the transactions during the month of June at the sub-office X and the sub-offices to be placed under the head office B have been transferred to the new head office B, a list of depositors in account with the sub-office which is to be



converted, and sub-offices to be placed under the newly converted head office, showing the numbers of the accounts, the names of the depositors and the balances held by them, will be prepared and despatched to the new head office; the accounts thus transferred will be closed in the ledger and entered in the journal in the manner indicated in rule 758 of the *Post Office Manual*, Volume I, the name of the new head office being noted against the entries. Advices of transfer need not be prepared.

NOTE.—For dead accounts, see rule 8.

**26. Stock of British postal orders to be withdrawn.**—The stock of unsold British postal orders, if any, in the sub-offices should be withdrawn by the head office.

**(b)—What B should do.**

**27. Opening of accounts and crediting of balances.**—The postmaster of the new head office B will open his accounts on 1st July by crediting the account balance of the late sub-office X to transfers from the head office A. On the 2nd July, and a few subsequent dates as the daily accounts come in, he will likewise credit the opening balances (for the 1st July) of the sub-offices now placed under the new head office B to transfers from the head office A. These entries will appear in column 5 against the heading 6 of the head office cash book for the 2nd July, and a few subsequent dates as the daily accounts come in, with necessary details at foot of each page, and the corresponding credit in the cash account will be detailed in the schedule of transfers. The postmaster will also take the credits (or debits) in adjustment of remittances in transit to the same head as they appear in the sub-office accounts; he should also send a copy of the certificate received from A without delay to the Comptroller, Post Office, with an intimation that the amounts shown therein have been duly credited in his accounts for July. The head office B will also show in its sub-office summary for the 2nd July, and a few subsequent dates as the daily accounts come in, the account balances of the new sub-offices placed under it in the column relating to closing balances, noting at the same time in the column of remarks, that the amount recorded against each sub-office was the actual account balance of the sub-office on the 1st July. The total of the column relating to closing balances should as usual be deducted in the balance sheet of the head office B for the 2nd July and a few subsequent dates (*vide* entries under 6 in the sheet).

**8. Entries in savings bank journal and ledger and submission of list to the Comptroller.**—The list of savings bank accounts

received from the transferring head office will be accepted as an advice of transfer and the accounts entered in the journal and ledger in accordance with rule 761 of the *Post Office Manual*, Volume I. A copy of the list should be prepared and sent to the Comptroller, Post Office (noted in the voucher list), along with the journal in which the opening entries relating to the transfers are made.

NOTE.—For dead accounts, see rule 16.

**29. Issue of pass-books and entry of new numbers.**—New pass-books will not be issued, but new numbers will be given to the accounts opened at sub-offices and communicated to those offices through the savings bank slips. The original numbers in the sub-savings bank accounts referred to in rule 21 will be corrected by the head office B when the items are transferred to journals. In cases of doubt regarding the identity of depositors, the list received from the head office A (rule 25) should be referred to.

**30. Supply of British postal orders to be obtained.**—If the head-office B and the sub-offices placed under it are authorised to sell British postal orders, a stock sufficient for its own use and the use of its sub-offices should be obtained, *vide* rule 692 of the *Post Office Manual*, Volume I, and the orders obtained for the sub-offices should be supplied to those offices.

**(c)—What the sub-offices transferred from A and placed under B should do.**

**31. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.**—The sub-offices should observe the procedure described in rules 19 to 22.

**Transfer of a sub-office from the jurisdiction of one head office to that of another.**

**32. Procedure to be followed by sub-offices when their head office is changed.**—If a sub-office X under a head office A is transferred to another head office B with effect from 1st July,

**(a)—What the transferring head office A should do.**

**33. The head office to incorporate in its accounts the transactions of sub-offices and maintain supplementary accounts.**—The postmaster of A will incorporate in his head office cash book and cash account for June, the transactions of all his present sub-offices

including the sub-office X up to, and including the 30th June, delaying the submission of the monthly cash account for this purpose. To do this he must follow the procedure laid down in rule 6 respecting the maintenance of supplementary accounts for the month of June, and no balance should be carried forward to the balance sheet for the 1st July until the supplementary accounts for June have been closed. He should also charge off the balance which may exist at the sub-office X on the 30th June as a transfer to the new head office B. The entry should be made in column 12 against item 13 of the last supplementary page of the head office cash book for the month of June with the necessary remark at foot of the page. The corresponding charge in the cash account should be detailed in the schedule of transfers and supported by a certificate in the following form:—

Certified that the following is the correct balance on the 30th June of the sub-office X transferred to the head office B:—

	Cash.	Postage due on articles in deposit.	Postage stamps.	Other non- postal stamps.	TOTAL.
Sub-office . .					
In transit . .					
TOTAL .					

The above balance agrees with—

- (i) The balances of the sub-office X as shown in its daily account of the 30th June.
- (ii) The amounts actually in transit between the head office A and sub-office X and between any sub-office of A not transferred to B and the sub-office X on the 30th June.

A. B.,  
*Postmaster.*

A copy of this certificate should be sent to the head office B for information as soon as possible after the close of the month. (See also note under rule 24.)

**34. Preparation of lists of savings bank accounts and the closing of accounts in the ledger.**—On the day on which the transactions at the sub-office X during June have been transferred to the head office B a list of depositors' accounts opened at the sub-office showing the numbers of accounts, names of depositors and balances held by them should be furnished to the new head office; the accounts transferred will be closed in the ledger and entered in the journal in the manner indicated in rule 758 of the *Post Office Manual*, Volume I, the name of the new head office being noted against the entries,

NOTE.—For dead accounts, see rule 8.

**35. Stock of British postal orders to be withdrawn.**—If there is a stock of unsold British postal orders at the sub-office it should be withdrawn.

*(b) — What B should do.*

**36. Credit of the opening balances of sub-offices and of the amounts in transit.**—The new head office B, in incorporating the sub-office accounts of the 1st July, will credit the opening balance of the sub-office to "Transfers from other head offices." The entry will appear in column 5 against the heading 6 of the head office cash book for the day on which the daily account of the sub-office X for the 1st July is received at the head office B with necessary details at foot of the page and the corresponding credit in the cash account will be detailed in the schedule of transfers. The postmaster will take the credits (or debits) in adjustment of remittances in transit to the same head as they appear in the sub-office accounts, and should send a copy of the certificate received from the former head office A without delay to the Comptroller, Post Office, with an intimation that the amounts shown therein have been duly credited in his accounts for July. The head office B will also show in its sub-office summary for the day on which the daily account for the 1st July from the sub-office X is received by it, the account balance of the new sub-office placed under it in the column relating to closing balances, noting at the same time, in the column of remarks, that the amount recorded against the sub-office was the actual balance of the sub-office on the 1st July. The total of the column relating to closing balances should as usual be deducted in the balance sheet of the head office B for the day on which the daily account of the 1st July from the sub-office X is received and incorporated in the S. O. summary.

**37. Entries in journal and ledger from list of savings bank accounts.**—The list of savings bank accounts received from the transferring head office will be accepted as an advice of transfer and

the accounts entered in the journal and the ledger in accordance with rule 760 of the *Post Office Manual*, Volume I. A copy of the list should be prepared and sent to the Comptroller, Post Office (noted in the voucher list), along with the journal in which the opening entries relating to the transfers are made.

NOTE.—For dead accounts, see rule 16.

**38. Issue of new pass-books and entry of numbers.**—New pass-books will not be issued by the new head office, but new numbers will be given to the accounts opened at the sub-office and will be communicated to it through the savings bank slip.

**39. Old numbers to be used until receipt of intimation of new numbers.**—If, before receipt of intimation of the change of numbers, the sub-postmaster receives or repays deposits on existing accounts, they will be shown in the sub-office s. b. memo. in the usual course, the original numbers being used. These numbers will, however, be corrected by the head office when the items are transferred to its journals. In cases of doubt regarding the identity of depositors, the list received from the transferring head office should be referred to.

**40. Supply of British postal orders.**—The new head office will supply the sub-office with a sufficient quantity of British postal orders, should the sub-office be authorised to hold a stock of these.

**(c)—What the sub-office should do.**

**41. Procedure to be followed by sub-offices when transferred and placed under a newly converted head office.**—The sub-office should observe the procedure described in rules 19 to 22.

**Abolition of, or withdrawal of savings bank powers from, a sub or branch office.**

**(a)—Procedure of the sub-office.**

**42. Balance to be remitted to the head office.**—If a sub or branch office is abolished, say from 1st July, its balance on 30th June should be remitted to the head office and charged as such in its account which should close without a balance.

**43. Depositors to be communicated with when a sub-savings bank is to be abolished or its savings bank powers withdrawn.**—The sub-savings bank to be abolished, or from which savings bank powers are to be withdrawn, will receive from the head office

to which it is subordinate, information of the date on which the proposed change is to take effect. Immediately on receipt of this information the sub-postmaster of the sub-savings bank will write to the depositors having accounts with it, intimating the intended alteration and requesting them to present their pass-books, and either to draw the balances at their credit, or to have their accounts transferred to any post office savings bank that may suit their convenience. Depositors desiring to close their accounts should be paid off under the ordinary rules. But those who want their accounts transferred should be asked to name the offices to which transfer is desired, and this information will be communicated to the head office through the savings bank memorandum.

**44. Entries in pass-books.**—The sub-postmaster of the office which is abolished, or from which savings bank powers are withdrawn, must write below the last entries in the depositors' pass-book the words "Accounts transferred from . . . to . . . sub-savings bank" adding his initials and the dated stamp, and hand the pass-books back to the depositors. A similar remark must be written in red ink in the last column of the savings bank journal, opposite to the entries of the last transactions made by the depositors.

**45. Undelivered money orders and stock of British postal orders to be returned to the head office.**—When a sub-office is closed all money orders undelivered or undeliverable on the last day of the month, together with the money order journals and the registers of money orders received, should be returned to the head office. The stock of British postal orders, if any, remaining unsold should also be returned to the head office along with a memo. of unsold orders to be drawn up and forwarded in the manner laid down in rule 552 of the *Post Office Manual*, Volume II. Similarly all undelivered or undeliverable articles, unpaid articles which may be in the sub-office on the last day of the month, should be returned to the head office noted against item 13 of the last daily account rendered.

***(b)—Procedure of the head office to which the sub-offices were subordinate.***

**46. Credit of sub-office balance in head office.**—In case of the abolition of the sub-office, its working balance on 30th June will be credited in the accounts of the head office as a remittance from the sub-office.

**47. Transfer of savings bank accounts from one sub-office to another under the same head office.**—If the accounts of the

sub-savings bank are transferred to another sub-office under the jurisdiction of the same head office, on receipt of the information as to the accounts to be transferred, the savings bank clerk should write across the savings bank slip sent to each sub-savings bank the words "Account No. . . . of (depositor's name) transferred from . . . to . . . . sub-savings bank. Balance Rs. . . . ." Intimation of the transfer (form S. B.-10) should be sent to the Comptroller, Post Office.

**48. Transfer of savings bank accounts from one sub-office to a sub-office under another head office.**—If the accounts of the sub-savings bank are transferred to sub-office under the jurisdiction of another head office, the savings bank clerk should prepare a list of accounts to be transferred showing the number of accounts, names of depositors and balances held by them and send it to the new head office. The accounts transferred should be closed in the ledger and entered in the journal in accordance with the provisions of rule 758 of the *Post Office Manual*, Volume I, the name of the new head office being opened against the entries.

NOTE.—For dead accounts, see rule 8.

### **(c)—Procedure of the new head office.**

**49. Entries in ledger from the lists of accounts.**—The list of savings bank accounts received from the transferring head office should be treated like an advice of transfer and the account should be opened in accordance with the provisions of rule 760 of the *Post Office Manual*, Volume I. A copy of the list should be prepared and forwarded to the Comptroller, Post Office (noted in the voucher list), along with the journal in which the opening entries of the transfers are made.

**50. Issue of pass-books and communication of balance, name of depositor and new number to sub-offices.**—New pass-books should not be issued, but the names of the depositors with the new numbers given to them and the balances at their credit should be communicated to the sub-office through the savings bank slip. As regards accounts to be opened in the head office, the signature of the depositor will be taken in the specimen signature book in accordance with rule 726 of Volume I of the *Post Office Manual*; the sub-savings bank should be directed to follow the same procedure in respect of accounts opened by them.

NOTE.—For dead accounts, see rule 16.

**(d)—Procedure of the new sub-savings bank.**

**51. Entries in sub-savings bank journal.**—The sub-postmaster of the office to which the accounts have been transferred must, on receipt of intimation from the head office of the transfer of the accounts, enter in red ink in its sub-savings bank journal the particulars given in savings bank slip forwarded by the head office. On presentation of the pass-books by the depositors, the new numbers given to the accounts, and the name of the new head office should be entered in them, the old number and name being scored through in red ink. The signature of each depositor will be taken in the specimen signature book (*vide* rule 50.) Another specimen of signature should also be obtained from each depositor in a separate slip, and after all the signatures have been compared with those in the specimen signature book, the slips should be sent to the head office.





## Appendix No. 5.

### RULES RELATING TO THE TRANSMISSION OF MAILS UNDER THE WEIGHMENT SYSTEM AS A REGULAR SERVICE AND AS OCCASIONAL DESPATCHES.

*N.B.—In this Appendix the expression "despatching officer" means the officer by whom the mails are made over to the Railway; and the expression "receiving officer" means the officer by whom the mails are received from the Railway. The receiving and the despatching officer may be, in the case of a post office, the post master or a clerk, or a mail peon of the office; and in the case of the Railway Mail Service, a sorter, mail agent, or mail guard.*

#### General.

1. **Definition of weighment system.**—The *weighment system* is the system in force on State Railways and other Railways to which State Railway rules apply, under which closed bags (mail parcel, packet, or transit), without limit of weight, are conveyed in luggage vans in the custody of railway guards. Mails so carried are charged for, according to weight, at the rate of one pie per maund per mile, subject to a minimum charge for each despatch as for  $\frac{1}{4}$  maund, no reserved accommodation being provided. Payment for a regular daily service is made half-yearly; payment for occasional despatches is made monthly on presentation of bills supported by vouchers.

2. **Cases in which the weighment system may be adopted.**—The object of the weighment system is to provide a regular daily exchange of mails between offices served by unimportant railway lines or where the mails are light, or between offices situated at stations at which the mail trains do not stop, or where it may be considered desirable to have an additional despatch by a train other than the one conveying the regular mail. The weighment system may also be used for the transmission of mails between R. M. S. sections, or between R. M. S. mail offices, or between post offices, or between sections, mail offices, and post offices, whenever local circumstances may render this course desirable or necessary.

II. Every proposition for the exchange of mails as a regular daily service by the weighment system should be carefully considered by the head of the circle with reference to the importance of the mails the number of articles to be benefited, and the cost of the despatch

under rule I. If the proposition concerns a section or mail office or a post office in another circle, the consent of the head of the other circle should first be obtained.

**NOTE.**—When there is a double service (1) in charge of sorters or of a mail guard and (2) under the weighment system, account bags, cash, insured articles and parcel mail articles should be despatched exclusively through the former service.

**3. Weighment system as a regular service not to be introduced without reference to Inspector-General.**—As the Inspector-General, Railway Mail Service, is alone authorized to address the Railway authorities regarding the introduction of the weighment system *as a regular service* on State Railways or Railways to which State Railway rules for accommodation apply, the Postmaster-General must communicate with him on the subject, and furnish him, in respect of each bag to be despatched, with full particulars on the following points, *viz.*, (1) the office of despatch, (2) the railway station from which the bag will be despatched, (3) the office of destination, (4) the railway station at which the bag will be delivered, (5) the railway designation of the train by which the bag will be conveyed, and (6) the probable approximate weight of the bag. The Inspector-General will address the authorities of the Railway concerned, mentioning the date from which the bag will be despatched, and will forward a copy of his letter to the Postmaster-General and Divisional Superintendent, R. M. S. All correspondence with the Railway authorities about irregularities in connection with the weighment system as a regular service will also be conducted through the Railway Mail Service.

**NOTE.**—This rule does not apply to cases in which the administration of the Railway Mail Service is entirely in the hands of the Postmaster-General.

**4. Definition of occasional despatches.**—The system known as *occasional despatches* is the system in force on State Railways and other Railways to which State Railway rules apply, under which the Post Office is empowered to forward mails by any train, even though such train may not ordinarily be employed for the conveyance of mails. The provisions of rule (1) apply to these despatches. The weight of an *occasional despatch* is also restricted to five maunds and the minimum payment for each despatch is four annas.

**5. Cases in which the system of occasional despatches may be adopted.**—The object of this system is to obviate the delay to which mails may sometimes be subjected, owing to misconnection of trains or to the unusual bulk of the bags on a particular occasion or other unforeseen causes. The Postmaster-General will communicate to the Inspector-General, R. M. S., the names of the post offices authorized by him to despatch mails under this system; and only

the post offices which possess such authority may use this system. Officers of the Railway Mail Service may make use of this system whenever necessary.

### Despatch under weightment system as a regular service.

**6. Preparation of bags for despatch.**—When mails are to be forwarded under the weightment system, the despatching office should separate the bags into—

- (a) those to be forwarded in transit bags, and
- (b) those to be despatched loose.

All bags addressed to the same office or section or to be delivered at the same railway station will come under head (a), and all others under head (b). The former should be enclosed in a *light* transit bag of suitable size in which a mail list, prepared in the usual manner, should also be placed. No mail list is necessary in the case of bags despatched loose. Each transit bag and each bag despatched loose should be labelled with a weightment system label.

**7. Entries to be made in mail list.**—The despatching office should prepare a mail list addressed to the station master, detailing on the list all the bags (due and unusual) to be forwarded.

**8. Transfer of bags to station master.**—The mail list, with the bags to be forwarded, should be handed over to the station master by the despatching officer, and the latter should see the bags counted in his own presence. After all the bags have been examined and checked, he should obtain the station master's signature on the duplicate of the mail list.

**9. Half yearly weightment of bags.**—The mails handed over to the station master on the 1st June and the 1st December of each year must be delivered by a responsible officer of the despatching office, who must be present at the railway station during the weightment of the bags; and, as each bag is weighed, he should note its weight on the duplicate of the mail list. If any part of the mail is to be sent by special messenger under rule 10, it should also be weighed and included in the total weight on which the half-yearly charge is calculated. After all the bags have been weighed, the officer deputed by the Post Office should check the weights with those recorded by the station master, and, if the entries agree, obtain the station master's signature on the duplicate of the mail list, which should be at once forwarded to the Divisional Superintendent, Railway Mail Service. A copy of the mail list should be placed on record.

**NOTE.**—"By responsible officer" in this rule is meant, in the case of a post

office, the postmaster or a clerk, and in the case of the Railway Mail Service, a sorter, mail agent, or mail guard. Where a post office is so far away from the railway station that the postmaster or clerk cannot be present at the railway station on the weighment days, the Superintendent of the postal Division will depute an Inspector or some other competent officer to be present during the weighment of the bags.

**10. Despatch of mails containing valuables to and from offices or sections served solely by weighment system.**—Whenever any mail or mails for a despatch made by railway from or to an office or section served only by the weighment system are known to include insured articles or cash of a higher aggregate value than ₹100, the mails containing the insured articles or cash should be sent in the custody of a special messenger (who may be a postman, overseer, or other official) to the station to which they would, in the ordinary course, have been conveyed under the weighment system. On such occasions the usual mail list, duly stamped and signed, should be made over by the despatching officer to the station master, the words "no mail" being entered on the list when there are no bags for despatch except those sent by the special messenger. A second mail list should be prepared addressed to the messenger, detailing all the bags (due and unusual) to be given to him, and this mail list, with the bags to be sent in his custody, should be made over to the messenger, who should grant a receipt for them on the duplicate of the list. On reaching the station where the bags are to be delivered, the messenger should hand them over, with the mail list brought by him, to the receiving officer, and should require the latter to count the bags and receipt the mail list in his (the messenger's) presence. The messenger should return to his head-quarters by the next train.

II. Heads of circles will determine, as regards each office or section under their control affected by this rule, the official to be employed as messenger in the contingency mentioned above. Whether the official selected is ordinarily entitled to a free pass or not, he should be given a ticket (which should be paid for at the ordinary rates) for the journey—a return ticket if he is not entitled to a pass and a single ticket if he is entitled to a pass.

### **Receipt under weighment system as a regular service.**

**11. Receipt of mails from station master.**—The receiving officer to whom the mails are to be made over by the Railway, should be present on the railway platform on arrival of the train which he is required to meet. On arrival of the train he should take over from the station master the mails despatched under the weighment system

which have been brought by the train, and he should, after counting and examining the bags in the station master's presence, grant a receipt for them on the railway way-bill. In the event of a bag having a damaged seal, or being in a torn or otherwise suspicious condition, it should be opened immediately by the receiving officer in the presence of the station master. The contents should be examined and noted in a list, a remark being made as to whether anything is missing, and the list should then be signed by both the receiving officer and the station master.

### **Despatch under system of occasional despatches.**

**12. Preparation of bags for despatch.**—When mails are to be forwarded as occasional despatches, the despatching office should separate the bags into—

- (a) those to be enclosed in transit bags, and
- (b) those to be forwarded loose.

All bags intended for the same office or section or to be delivered at the same railway station will come under head (a), and all others under head (b). The former should be enclosed in a *light* transit bag of suitable size, and a mail list, detailing the bags (all of which should be classed as unusual mails) should be placed in the transit bag. The latter should be entered in a mail list which should be fastened to the neck of each bag sent loose. In every case the following note should be recorded on the reverse of both copies of the mail list:—“(Number) bags forwarded as occasional despatches owing to (*explanation of the cause which necessitated the bags being sent out of the regular course*).” Each transit bag and each bag despatched loose should be labelled with a weightment system label. These labels will be supplied by the Inspector-General, R. M. S., to all post offices, mail offices and sections authorised to use the system of occasional despatches.

**13. Entries to be made in requisition.**—The despatching office should prepare a requisition \* on the station master to forward the bags to be sent as occasional despatches in which should be specified the train by which the mails are to be conveyed, details being given on the reverse of the form (original and duplicate) of all the bags to be forwarded. The requisition should be signed by a responsible officer (*see note to rule 9*) of the despatching office and impressed with the name stamp and date stamp.

**14. Monthly list of requisitions.**—A monthly list of requisitions\* should be maintained by the despatching office, and the entries

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\* These forms will be supplied by the Inspector-General, R. M. S., to all offices authorized to despatch mails under the system of occasional despatches.

in it should be filled up at the time the requisitions are prepared. All requisitions should be numbered in a consecutive series, the numbers being taken from the monthly list. A fresh series of numbers should be commenced at the beginning of each month.

**15. Delivery of bags to station master.**—The original part of the requisition, with the bags to be forwarded, should be handed over to the station master by a responsible officer (*see note to rule 9*), who should see the bags counted and weighed in his own presence. As each bag is weighed, he should note its weight on the duplicate of the requisition. After all the bags have been weighed, he should check these weights with those recorded by the station master in the original requisition, and, if the entries agree, obtain the station master's signature on the duplicate of the requisition.

**16. Intimation to be given by telegraph to receiving office.**—Whenever mails are forwarded as occasional despatches, the despatching office should intimate the fact by telegraph to each receiving office concerned, so as to ensure a receiving officer being present on the railway platform to take delivery of the mails. The telegram should be framed in accordance with the code message given in the *Telegraphic message code*, and should be classed either "Deferred," "Ordinary," or "Urgent," according as circumstances may require, in order to ensure the delivery of telegram at destination before the arrival of the mails.

**17. Submission of monthly list and requisitions to Superintendent.**—On the 1st of each month the monthly list of requisitions (which is supplied in loose sheets) should be forwarded *in original* to the Divisional Superintendent, Railway Mail Service, accompanied by the duplicates of all requisitions issued up to the last day of the previous month. If no requisitions have been issued, a blank list should be sent on the prescribed date with the word "*Nil*" written across it.

### Receipt under system of occasional despatches.

**18. Receipt of mails from station master.**—The receiving officer should be present on the railway platform on the arrival of the train which he is required to meet. On arrival of the train he should take over from the station master the mails received as occasional despatches, and, after counting and examining the bags in the station master's presence, grant a receipt for them on the railway way-bill.

## APPENDIX No. 6.

### RULES FOR THE EXCHANGE OF ARTICLES BETWEEN IMPERIAL POST OFFICES AND POST OFFICES IN NATIVE STATES WITH WHICH POSTAL CONVENTIONS HAVE BEEN CON- CLUDED.

#### CONTENTS

**PART I.**—Rules for the guidance of Imperial Post Offices (including R. M. S. sections) placed in communication with post offices in Native States.

##### DESPATCH OF MAILS.

- |                                    |                               |
|------------------------------------|-------------------------------|
| 1. Articles that can be forwarded. | 5. Acknowledgments for regis- |
| 2. Daily exchange of mail bags.    | tered articles and ordinary   |
| 3. Registered articles.            | parcels.                      |
| 4. Paid ordinary parcels.          | 6. Sorting list.              |

##### RECEIPT OF MAILS.

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| 7. Articles that can be received. | 8. Treatment of contents of mail |
|                                   | bag received.                    |

##### MISCELLANEOUS RULES.

- |   |   |
|---|---|
| 9. Receipt for mail bags ex-<br>changed with Native State<br>officials. | 10. Money orders, and insured<br>and value-payable articles.  |
|   | 11. Action to be taken if irregu-<br>larities are discovered. |

**PART II.**—Rules for the guidance of Imperial Offices of exchange in dealing with Native State post offices.

##### GENERAL.

12. Application of preceding rules.

##### INSURED ARTICLES.

- |   |   |
|---|---|
| 13. Insured articles for delivery in<br>the Native State. | 14. Insured articles posted in<br>the Native State. |
|---|---|

##### VALUE-PAYABLE ARTICLES.

- |   |   |
|---|---|
| 15. Value-payable articles for<br>delivery in the Native State. | 16. Value-payable articles posted<br>in the Native State. |
|---|---|



## MONEY ORDERS.

*Outward money orders.*

- |   |   |
|---|---|
| 17. Money orders drawn on the Native State.<br>18. Outward lists of money orders. | 19. Disposal of receipts and acknowledgments for money orders paid in the Native State. |
|---|---|

*Inward money orders.*

- |  |                               |
|--|-------------------------------|
| 20. Money orders received from the Native State. | 21. Disposal of money orders. |
|--|-------------------------------|

*Unclaimed and refused money orders.*

- |  |   |
|--|---|
| 22. Unclaimed and refused orders issued in the Native State. | 23. Unclaimed and refused orders issued by Imperial Post Offices. |
|--|---|

*Submission of weekly lists of money orders to Comptroller.*

- |                                       |   |
|---------------------------------------|---|
| 24. Weekly list of money orders paid. | 25. Weekly list of money orders issued. |
|---------------------------------------|---|

## UNPAID FOREIGN ARTICLES.

- |   |   |
|---|---|
| 26. Foreign letters on which postage, etc., is due. | 27. Foreign parcels on which postage, etc., is due. |
|---|---|

## MONTHLY ACCOUNT-CURRENT.

- |   |  |
|---|--|
| 28. Preparation of account-current.<br>29. General account-current to be prepared by principal Imperial office of exchange. | 30. Payment of balance of general account-current. |
|---|--|

## Appendix No. 6.

### RULES FOR THE EXCHANGE OF ARTICLES BETWEEN IMPERIAL POST OFFICES AND POST OFFICES IN NATIVE STATES WITH WHICH POSTAL CON- VENTIONS HAVE BEEN CONCLUDED.

#### **PART I.—Rules for the guidance of Imperial post offices (including R. M. S. sections) placed in communication with post offices in Native States.**

##### Despatch of mails.

1. Articles that can be forwarded.—Imperial post offices are authorized to send to post offices in Native States with which they are placed in communication, the following kinds of articles, *vis.*:—

- (1) Unregistered articles of the letter mail, paid and unpaid, without separation, in a bundle.
- (2) Registered articles of the letter mail.
- (3) Paid ordinary parcels (registered and unregistered).

**EXCEPTION.**—Foreign articles on which postage is due must always be sent through the Imperial office of exchange. *See rule 26.*

2. Daily exchange of mail bags—A mail bag must be exchanged daily with the post office in the Native State with which the Imperial post office is in communication. The mail bag will contain the articles mentioned in the preceding rule.

3. Registered articles.—If there are any registered articles of the letter mail for despatch to the Native State post office, they should be treated in the same way as other registered articles posted in the office or received in sorting (as the case may be), except that, in the case of those posted in the office, the name of the Native State post office should be entered in brackets in the registered journal, below the name of the addressee. The articles should be entered in a registered list for the Native State post office: they should then be tied in a bundle, with the registered list on top, and placed in the mail

bag. A registered list should be despatched daily to the Native State post office whether there are any registered articles to be entered in it or not.

**4. Paid ordinary parcels.**—If there are any paid ordinary registered parcels for despatch to the Native State post office, they should be treated in the same way as other ordinary registered parcels posted in the office or received in sorting (as the case may be), except that, in the case of those posted in the office, the name of the Native State post office should be entered in the column for remarks in the parcel journal. The postage stamps affixed to the parcel receipts should be defaced with the obliterator, care being taken to completely obliterate each stamp. The parcels should be entered in a parcel list for the Native State post office: they should then be placed, with a parcel list to which the receipts and acknowledgments (if any) should be attached, in the mail bag. A parcel list should be despatched only when there are parcels to be entered in it: when a parcel list is sent the words "Parcel list with—parcels" should be written under the parcel clerk's initials at foot of the registered list. These parcel lists should not be entered in the index of parcel lists despatched, and consequently they will not be numbered. If there are any unregistered parcels for despatch, they should be treated in the same way as other unregistered parcels posted in the office, or received in sorting (as the case may be).

**NOTE 1.**—A special obliterator will be supplied to all Imperial post offices placed in communication with post offices in Native States.

**NOTE 2.**—In the exceptional event of a registered parcel on which postage is due being received in sorting for a Native State post office, the parcel should be forwarded to the Imperial office of exchange: *see rule 27 and the note to that rule.*

**5. Acknowledgments for registered articles and ordinary parcels.**—If an acknowledgment is prepared to accompany a registered article or ordinary parcel despatched to a Native State post office, the name and address of the sender should be noted opposite to the entry in the registered or parcel list.

**6. Sorting list.**—A sorting list will be supplied to every Imperial post office in communication with post offices in the Native State, and will show the manner in which the articles mentioned in rule 1, intended for delivery from Native State post offices, should be forwarded.

### Receipt of mails.

**7. Articles that can be received.**—Imperial post offices will receive from Native State post offices the articles mentioned in rule 1.

**8. Treatment of contents of mail bag received.**—The articles will be received and sorted according to the registered articles of the letter mail and parcels registers, and registered articles of parcel list, and accompanied by the receipt of the registered articles of the letter or parcel mail, and the receipt of the registered articles to be signed by the addressee. The contents of the mail bag (including) of the bags could be stamped with the date stamp and the place of in the usual course. The registered and parcel lists should be entered on record. Overprinted Imperial postage stamps, and the postage paid, will be affixed to the receipts of parcels posted in the Gwalior State for delivery from Imperial post offices. In the case of the other Native States, if the name stamp of the Native State is not impressed in the space for postage stamps on parcel receipts accompanying parcels posted in the Native State the words "Posted in (name of Native State)" should be written with red ink on the receipt, in this space.

### Miscellaneous rules.

**9. Receipts for mail bags exchanged with Native State officials**—In cases where a mail bag is made over to, or received from, any responsible official of the Native State, a receipt for it must always be taken or given in a book. Receipts need not be exchanged with runners.

**10. Money Orders, and insured and value-payable articles**—The Imperial post offices referred to in these rules are not authorized to send money orders, insured letters or parcels, or value-payable articles, to any post office in the Native State; but if a money order payable in the Native State is received from the public, or an insured or value-payable article is posted for delivery from any post office in the Native State, such money order or insured or value-payable article should be treated as if intended for payment or delivery by the Imperial office of exchange.

**11. Action to be taken if irregularities are discovered.**—If any article entered in a registered or parcel list is not received, or if any such article is received damaged or bearing signs of having been tampered with, or if any other irregularity is observed, immediate notice should be given to the Imperial office of exchange. If the irregularity is a serious one, it should be reported by telegraph, if possible, also to the Postmaster-General.

## **PART II.—Rules for the guidance of Imperial offices of exchange in dealing with Native State post offices.**

### **General.**

**12. Application of preceding rules.**—The preceding rules, except rules 10 and 11, are applicable also to the Imperial office of exchange. With regard to rule 4, however, parcels for the Native State office of exchange should be forwarded by the Imperial office of exchange in a parcel bag and not in the mail bag. The following rules relate to the exchange of insured letters and parcels and articles giving rise to accounts, *i.e.*, value-payable articles, money orders and foreign articles on which postage is due; and the application of these rules is, therefore, restricted to the office of exchange.

### **Insured articles.**

**13. Insured articles for delivery in the Native State.**—Insured letters and parcels posted in British India for delivery in the Native State must invariably pass through the Imperial office of exchange, where they should be treated like other insured articles posted in the office or received in sorting, except that, (1) in the case of insured letters received in sorting, the insured envelopes, which will be addressed to the postmaster of the Imperial office of exchange should be opened and the contents should be enclosed afresh in insured envelopes addressed to the postmaster of the Native State office of exchange; and (2) in the case of insured parcels received in sorting, the envelopes containing the receipts and acknowledgments, which will be addressed to the postmaster of the Imperial office of exchange, should be opened and the documents should be enclosed afresh in envelopes addressed to the postmaster of the Native State office of exchange. Particulars of the insured articles, *i.e.*, the name and address of the addressee (as written on the articles), the value insured, and the weight should be entered in the registered or parcel list.

**14. Insured articles posted in the Native State.**—Insured articles, posted in the Native State for delivery in British India, must invariably pass through the Imperial office of exchange. They will be received from the Native State office of exchange, entered in the registered or parcel list, and accompanied by receipts and acknowledgments to be signed by the addressees. The insured articles should be treated as if received in sorting, except that the insured envelopes in the case of insured letters, and the envelopes containing the receipts and acknowledgments in the case of insured parcels

Appendix No. 6, rule 14, page 122—

*Line 9: for he read the*

should be opened and the contents should be enclosed afresh in envelopes addressed to the offices of delivery.

### Value-payable articles.

**15. Value-payable articles for delivery in the Native State.—**Every value-payable parcel, registered letter and registered or unregistered book packet, intended for delivery in the Native State, must pass through the Imperial office of exchange, and will be forwarded thence to the Native State office of exchange entered in a parcel list and accompanied by the form filled up by the sender, the stamps affixed to the form being first carefully obliterated by the office of exchange. The number and office of posting, the name and address of the addressee and the amount to be recovered from him should be entered in the parcel list. Particulars of all v.-p. articles to be sent to the Native State office of exchange, whether posted in the Imperial office of exchange or received in sorting, should be entered in a separate register of v.-p. articles received; and the postmaster of the Imperial office of exchange must see that the v.-p. money order which was partly filled up by the sender is received back from the Native State office of exchange in due course, any delay being brought to the notice of the latter office.

**16. Value-payable articles posted in the Native State.—**All value-payable articles, posted in the Native State for delivery in British India, will be received from the Native State office of exchange entered in a parcel list and accompanied by the forms filled up by the senders, to which the correct value of postage stamps, either Imperial or bearing the imprint of the Native State, should be affixed in the case of v.-p. unregistered packets and railway receipt notes. These articles should be disposed of by the Imperial office of exchange in the same way as value-payable articles received in sorting. Particulars of all v.-p. articles posted in Native States should be entered by the Imperial office of exchange in a separate v.-p. journal; and the postmaster of the Imperial office of exchange will be responsible that v.-p. money orders payable to the senders are received in the due course from the Imperial offices of delivery and forwarded without delay to the Native State office of exchange.

### Money orders.

#### *Outward money orders.*

**17. Money orders drawn on the Native State.—**Money orders payable in the Native State will be received by the Imperial office

of exchange from the Imperial offices of issue. These orders (including those issued by the Imperial office of exchange itself) should be entered in the money order abstract, and also in a *separate* register of money orders received, the entries being bracketed together opposite to the number of the outward list of money orders in which they are included. The register should be totalled daily. The orders should be signed by the postmaster of the Imperial office of exchange in the space for "Signature of paying postmaster," and impressed with the stamp "Paid in (*name of Native State*)" in red ink above his signature. The paid month-stamp and money order stamp should also be impressed in the proper places. The receipts and acknowledgments, together with the coupon, should then be cut off from the money orders. The money orders should be put aside for the subsequent despatch to the Comptroller with the weekly list of money orders paid mentioned in rule 24.

**18. Outward lists of money orders.**—Particulars of the money orders should be entered in the outward list of money orders drawn on the Native State. The lists should be numbered in a consecutive series commencing from the 1st of each month; they should be prepaid in duplicate, and both copies, accompanied by

Appendix No. 6, rule 18, page 124—

*Line 5 : for prepaid substitute prepared*

nts, should be for-  
The postmaster of  
ersonally responsible  
lers to be sent with  
must also verify the  
total of the list, and see that it corresponds with the total of the  
separate register of money orders received. Attention is directed  
to the rules in the *Post Office Manual*, Volume I, regarding the examin-  
ation of money orders by postmasters. When the duplicate list duly  
signed by the postmaster of the Native State office of exchange  
is received back, the total of the list should be entered in the money  
order account (on the reverse of the account current) and the list  
should be filed. The date on which the list is received back should  
be noted against the entry of the number of the list in the register  
of money orders received.

**19. Disposal of receipts and acknowledgments for money orders paid in the Native State.**—The Native State office of exchange will file the receipts signed by the payees. The acknowledgments will be forwarded by the Native State offices of payment direct to the Imperial offices of issue for delivery to the remitters.

#### *Inward money orders.*

**20. Money orders received from the Native State.**—Money

orders issued in the Native State will be received by the Imperial office of exchange from the Native State office of exchange. The orders will be signed by the postmaster of the Native State office of exchange and the name stamp of the Native State office of issue will be impressed on the acknowledgments. The number on the receipt and acknowledgment portions of each money order will be taken up by the Native State office of exchange, but the number on the money order proper will be left blank to be entered by the Imperial office of exchange. The money orders will be received, entered in inward lists, which will be numbered in a consecutive series commencing from the 1st of each month, and will be prepared in duplicate. Both copies of the list should be signed by the postmaster of the Imperial office of exchange, and the duplicate copy should be returned by first mail to the Native State office of exchange.

**21. Disposal of money orders.**—The money orders received from the Native State office of exchange should be treated by the Imperial office of exchange as though the latter were the head office of issue, except that they will be entered in a *separate* journal of money orders issued and numbered in a separate series, and that no commission will be shown in the journal; the daily total of this journal will not be transferred to the cash account, but should be entered in the money order account (on the reverse of the account current). The stamp "Issued in (*name of Native State*)" should be impressed in red ink on the money orders above the "Signature of issuing postmaster." The inward list should then be filed. The postmaster of the Imperial office of exchange will be held personally responsible for checking the inward list with the money orders received from the Native State office of exchange. He must also verify the total of the list with the total of the separate journal of money orders issued. Attention is directed to the rules in the *Post Office Manual*, Volume I, regarding the examination of money orders by postmasters.

### ***Unclaimed and refused money orders.***

**22. Unclaimed and refused orders issued in the Native State.**—If a money order issued by the Native State cannot be paid in British India, it will be treated under the rules governing the disposal of unclaimed and refused orders by Imperial post offices of payment, and returned to the Imperial office of exchange, which should include it in the next outward list in the same way as any other money order payable in the Native State, writing the words "Unclaimed (or Refused): repayable to remitter" in the column for remarks in the outward list.

**23. Unclaimed and refused orders issued by Imperial post**



of exchange from the Imperial offices of issue. These orders (including those issued by the Imperial office of exchange itself) should be entered in the money order abstract, and also in a *separate* register of money orders received, the entries being bracketed together opposite to the number of the outward list of money orders in which they are included. The register should be totalled daily. The orders should be signed by the postmaster of the Imperial office of exchange in the space for "Signature of paying postmaster," and impressed with the stamp "Paid in (*name of Native State*)" in red ink above his signature. The paid month-stamp and money order stamp should also be impressed in the proper places. The receipts and acknowledgments, together with the coupon, should then be cut off from the money orders. The money orders should be put aside for the subsequent despatch to the Comptroller with the weekly list of money orders paid mentioned in rule 24.

**18. Outward lists of money orders.**—Particulars of the money orders should be entered in the outward list of money orders drawn on the Native State. The lists should be numbered in a consecutive series commencing from the 1st of each month; they should be prepaid in duplicate, and both copies, accompanied by the coupons and the receipts and acknowledgments, should be forwarded to the Native State office of exchange. The postmaster of the Imperial office of exchange will be held personally responsible for checking the outward list with the money orders to be sent with it to the Native State office of exchange. He must also verify the total of the list, and see that it corresponds with the total of the separate register of money orders received. Attention is directed to the rules in the *Post Office Manual*, Volume I, regarding the examination of money orders by postmasters. When the duplicate list duly signed by the postmaster of the Native State office of exchange is received back, the total of the list should be entered in the money order account (on the reverse of the account current) and the list should be filed. The date on which the list is received back should be noted against the entry of the number of the list in the register of money orders received.

**19. Disposal of receipts and acknowledgments for money orders paid in the Native State.**—The Native State office of exchange will file the receipts signed by the payees. The acknowledgments will be forwarded by the Native State offices of payment direct to the Imperial offices of issue for delivery to the remitters.

*Inward money orders.*

**20. Money orders received from the Native State.**—Money

orders issued in the Native State will be received by the Imperial office of exchange from the Native State office of exchange. The orders will be signed by the postmaster of the Native State office of exchange and the name stamp of the Native State office of issue will be impressed on the acknowledgments. The number on the receipt and acknowledgment portions of each money order will be filled up by the Native State office of exchange, but the number on the money order proper will be left blank to be entered by the Imperial office of exchange. The money orders will be received, entered in inward lists, which will be numbered in a consecutive series commencing from the 1st of each month, and will be prepared in duplicate. Both copies of the list should be signed by the postmaster of the Imperial office of exchange, and the duplicate copy should be returned by first mail to the Native State office of exchange.

**21. Disposal of money orders.**—The money orders received from the Native State office of exchange should be treated by the Imperial office of exchange as though the latter were the head office of issue, except that they will be entered in a *separate* journal of money orders issued and numbered in a separate series, and that no commission will be shown in the journal; the daily total of this journal will not be transferred to the cash account, but should be entered in the money order account (on the reverse of the account current). The stamp "*Issued in (name of Native State)*" should be impressed in red ink on the money orders above the "Signature of issuing postmaster." The inward list should then be filed. The postmaster of the Imperial office of exchange will be held personally responsible for checking the inward list with the money orders received from the Native State office of exchange. He must also verify the total of the list with the total of the separate journal of money orders issued. Attention is directed to the rules in the *Post Office Manual*, Volume I, regarding the examination of money orders by postmasters.

### ***Unclaimed and refused money orders.***

**22. Unclaimed and refused orders issued in the Native State.**—If a money order issued by the Native State cannot be paid in British India, it will be treated under the rules governing the disposal of unclaimed and refused orders by Imperial post offices of payment, and returned to the Imperial office of exchange, which should include it in the next outward list in the same way as any other money order payable in the Native State, writing the words "Unclaimed (or Refused): repayable to remitter" in the column for remarks in the outward list.

**23. Unclaimed and refused orders issued by Imperial post**

**offices.**—If a money order issued by an Imperial post office cannot be paid in the Native State, the unsigned acknowledgment and undelivered coupon will be returned to the Imperial office of exchange, together with a fresh money order for payment to the remitter, the amount being included in the inward list received at the same time from the Native State office of exchange, and the particulars of the unclaimed or refused order, in lieu of which the fresh order is issued, being noted on the back of the inward list. The fresh order should be issued in the name of the original remitter and be made payable to the original payee, but the original office of issue should be shown as the office of payment and the words "Issued in lieu of unclaimed (or refused) \_\_\_\_\_ (office of issue) money order No. \_\_\_\_\_ date \_\_\_\_\_" should be written across the particulars of the money order in red ink. The Imperial office of exchange will treat the fresh order in the same way as other orders issued in the Native State.

**NOTE.**—If a money order issued by an Imperial post office is missent to a Native State or is to be re-directed by a Native State, the procedure laid down in this rule should be followed, except that the original office of payment (in the case of missent orders) and the revised office of payment (in the case of orders to be re-directed) should be shown as the office of payment on the fresh order, and the word "missent" or "re-directed," as the case may be, should be substituted for the word "unclaimed" in the remark written across the particulars of the fresh order.

### ***Submission of weekly lists of money orders to Comptroller.***

**24. Weekly list of money orders paid.**—On the dates prescribed in the *Post Office Manual*, Volume I, for the submission of weekly lists of money orders paid, a list of money orders drawn on the Native State by Imperial post offices should be prepared (in the same form) from the separate register of money orders received, referred to in rule 17, and forwarded with the money orders to the Comptroller in an account envelope registered on Postal Service. The stamp "Paid in (*name of Native State*)" and the paid month-stamp should be impressed at the top of the list.

**25. Weekly list of money orders issued.**—On the dates prescribed in the *Post Office Manual*, Volume I, for the submission of weekly lists of money orders issued, a list of money orders issued in the Native State, prepared (in the same form) from the separate journal of money orders issued, referred to in rule 21, should be forwarded to the Comptroller in an account envelope registered on Postal Service. The stamp "Issued in (*name of Native State*)" should be impressed at the top of the list.

### **Unpaid foreign articles.**

**26. Foreign letters on which postage, etc., is due.**—Foreign

letters and packets, intended for delivery in the Native State, on which postage or any other charge is due, must pass through the Imperial office of exchange and should be sent to the Native State office of exchange entered in the daily list.

ii. When the amount due is on account of postage alone, it should be accounted for by being charged to the Native State office of exchange in the accounts of the head office until it is adjusted by recovery in cash from that office.

iii. Articles on which customs duty is due should be sent to the Native State office of exchange accompanied by duplicates of the assessment memoranda; when the necessary recovery is made in cash, the procedure laid down in rules 45-VI and 46 of the *Post Office Manual*, Volume I, 7th edition, should be followed.

**27. Foreign parcels on which postage, etc., is due.**—Inward foreign parcels on which postage or customs duty is due, intended for delivery in the Native State, will be treated in the first instance as station parcels for the Imperial office of exchange. The Imperial office of exchange will retain the original receipts received with the parcels and prepare duplicates to be sent with the parcels to the Native State office of exchange.

The parcels will be forwarded to the Native State office of exchange entered in the daily list in the usual course.

ii. When the amount due on a foreign parcel is recovered in cash from the Native State office of exchange, the sum representing the customs duty should be converted by the Imperial office of exchange into postal service postage stamps, and the remainder (if any) should be converted into ordinary postage stamps, and the stamps should then be affixed to the original receipts with which the parcel was received at the Imperial office of exchange. The stamped receipts should be submitted with the parcel list to the examiner, in the usual course.

*Note.*—In the exceptional event of an unpaid inland parcel being received for transmission to the Native State office of exchange, it should be treated under this rule.

### Monthly account-current.

**28. Preparation of account-current.**—On the 1st of each month every Imperial office of exchange will prepare an account-current, showing its money order transactions with the Native State during the preceding month. The money order account (on the reverse of the account-current) should be totalled after the entries have been checked by the outward and inward money order lists, and the monthly totals of both sides of the account should be transferred to the appropriate heads of the account-current. Both sides of the

account-current should then be totalled; the lesser total should be deducted from the greater and a balance struck. A copy of the account-current should be forwarded to the principal Imperial office of exchange (if the office preparing the account-current is not itself the principal office); a second copy should be sent to the Native State office of exchange; and the third copy should be submitted to the Comptroller.

**29. General account-current to be prepared by principal Imperial office of exchange.**—The Imperial office of exchange situated nearest to the capital of the Native State will be the principal office of exchange, and will receive from the other Imperial offices of exchange for the same Native State, copies of their monthly accounts-current. The principal office of exchange will amalgamate these accounts-current, with its own, and prepare a general monthly account-current the balance of which will be the amount payable by the Imperial post office to the Native State or by the Native State to the Imperial post office. A copy of the general account-current should be furnished, not later than the 5th of the month, to the principal Native State office of exchange, and a copy should be submitted on the same date to the Comptroller.

**30. Payment of balance of general account-current.**—The balance of the monthly account-current payable to the Native State or the Imperial post office, as the case may be, will be paid without delay by the principal office of exchange (Imperial or Native State) in such manner as may be prescribed by the chief postal authorities concerned. The amount should then be shown in the cash day-book and cash account of the Imperial office of exchange under the head "Paid to (*name of*) Native State" or "Received from (*name of*) Native State," as the case may be. If the amount is paid into the district treasury the transaction must not be passed through the treasury account of the Imperial office of exchange.

*List of forms used in the exchange between the Imperial Post and the Native State Post.*

No. of each form.	Name of each form.	Rules in which the forms are referred to.
N. S.—1 .	Inward list of money orders . . . .	20, 21, 23, 28.
N. S.—2 .	Outward list of money orders . . . .	17, 18, 22, 28.
N. S.—3 .	Account-current . . . . .	18, 21, 28, 29, 30.



# OUTWARD LIST OF MONEY ORDERS ISSUED IN BRITISH INDIA AND PAYABLE AT NATIVE STATE POST OFFICES.

Form N. S.—2.

Serial No. }

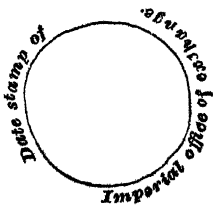
*From the Imperial office of exchange to the Native State office of exchange.*

No. of each money order.	Head office or sub-office of issue.	Amount payable.	REMARKS.  If a money order is issued in favour of the sender of a v.-p. article, the words "In payment of amount recovered on v.-p. article No. dated" should be entered in this column against the entry of the money order.
Total	money orders amounting to R		Postmaster of Imperial office of exchange.

Total money orders amounting to R received.

*Postmaster of Native State office of exchange.*

NOTE.—This list should be prepared in duplicate. The original will be filed in the Native State office of exchange and the duplicate receipted and returned to the Imperial office of exchange.



ACCOUNT CURRENT FOR THE MONTH OF \_\_\_\_\_ 189 .  
*The Imperial office of exchange in account with the \_\_\_\_\_ Native State.*

Form N. S.-3.

**Dr.** **Cr.**

	R.	a.	p.	R.	a.	p.
To money orders paid by the Native State Post during the month of _____ 189 , as per outward M. O. lists No. 1 to No. _____				By money orders issued by the Native State Post during the month of _____ 189 , as per inward M. O. lists No. 1 to No. _____		
Amount due from the Native State Post to the Imperial Post.				Amount due from the Imperial Post to the Native State		
Total Rupees (in words) .				Total Rupees (in words) .		

IMPERIAL OFFICE OF EXCHANGE ;

Dated \_\_\_\_\_ 189 .

Postmaster of Imperial office of exchange.

Note.—Where there are two or more Imperial offices of exchange for the same Native State the principal office should enter the transactions of the other Imperial offices of exchange separately in the general account-current prepared by it.



### MONEY ORDER ACCOUNT WITH THE NATIVE STATE POST.\*

TO CREDIT OF THE NATIVE STATE POST.				TO DEBIT OF THE NATIVE STATE POST.			
OUTWARD M. O. LISTS.				INWARD M. O. LISTS.			
Date of each list.	List No.	Total amount of money orders entered in each list.		Date of each list.	List No.	Total amount of money orders entered in each list.	
		R	a			R	a.
Total Rupees.				Total Rupees			

*Postmaster of Imperial office of exchange.*

*Note.*—As, in cases where there are two or more Imperial offices of exchange for the same Native State, each office will submit its own money order account to the Comptroller, it will not be necessary for the principal office to fill up this form on the reverse of the general account-current.

\* This is printed on the reverse of the form of account-current.

## APPENDIX No. 7.

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### RULES FOR THE CUSTODY, SUPPLY AND SALE OF STAMPS OF ALL DESCRIPTIONS.

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#### CONTENTS.

##### RULES.

1—5. Central Depôts.

6—26 Local Depôts.

27—32. Branch Depôts.

##### RULES.

33—41. Returns to and by the  
Superintendents of Stamps and  
Accountants-General.



## Appendix No. 7.

### RULES FOR THE CUSTODY, SUPPLY AND SALE OF STAMPS OF ALL DESCRIPTIONS.

Orders of Government regulating custody, supply and sale of stamps.—The orders of Government regulating the custody, supply and sale of stamps of all descriptions are contained in Government of India, Financial Department, Resolution No. 1439 S. R., dated 27th March 1895, as amended by subsequent Resolutions of the same Department. The original Resolution as amended is reproduced below, and opposite each rule the authority for it is cited in a marginal reference within square brackets.

RESOLUTION.—The Governor-General in Council is pleased to prescribe the following revised rules for the custody, supply and sale of all kinds of stamps and stamped papers now in use, and to request that Local Governments will adopt these rules in supersession of all previous rules on the subject.....:—

*Rules for the custody, supply and sale of stamps of all descriptions, namely, General stamps used to denote the duties payable under the Stamp Act, 1879; Court-fee stamps used to denote the fees payable under the Court-fees Act, 1870; Telegraph stamps and Postage stamps.*

#### Central Depôts.

1. There shall be three central depôts for stamps of all descriptions in charge of the Superintendents of [Resolution No. 1439 S.R., dated 27th March 1895.] Stamps at Calcutta, Madras and Bombay, respectively. These central depôts shall maintain a stock of stamps sufficient for two years' consumption. The Superintendents of Stamps in Madras and Bombay shall, for this purpose forward, not later than the last week in September in each year, indents for the supply of the various descriptions of stamps required in the following year for the territories dependent on them for the supply of stamps to the Superintendent of Stamps, Calcutta. The Superintendent of Stamps, Calcutta, shall prepare a general consolidated indent for stamps of all descriptions showing separately the demand for the

following year for each of the three presidencies including in it the indents of the Superintendents of Stamps, Madras and Bombay; and shall forward this general indent to the Government of India in the Finance Department for transmission to the Secretary of State so as to reach him not later than the 1st November in each year. The Superintendent should forward a copy of the section of the general indent relating to Postage stamps to the Director-General of the Post Office, and of the section relating to Telegraph stamps to the Director-General of Telegraphs.

2. Stamps for the Bengal Presidency, including the North-Western Provinces and Oudh, the Punjab, Central India, Rajputana, Assam and Burma, and local depôts subordinate to Calcutta, and stamps for copies for use in the Central Provinces, shall be supplied from the central depôt, Calcutta, on the indent of officers in charge of local depôts.

3. Stamps for the Madras Presidency, including Coorg and local depôts subordinate to Madras, shall be supplied from the central depôt at Madras on the indent of the officers in charge of local depôts.

4. Stamps for the Bombay Presidency, including Sind, Berar, the Central Provinces (save as provided in rule 2) and local depôts subordinate to Bombay shall be supplied from the central depôt, Bombay, on the indent of officers in charge of local depôts.

5. The Superintendents of Stamps, Calcutta, Madras and Bombay, on receiving an indent from a local depôt, shall have the indent examined to ascertain that the indent is such as to insure the local depôt having a proper supply, and may comply with the indent in full or in part, as he thinks fit. If he thinks that the indent should be increased, he should request the officer who submitted the indent to submit a supplementary indent. The Presidency Post Offices of Calcutta, Madras, and Bombay may indent for supplies on the central depôts.

### Local Depôts.

6. Every treasury throughout India, including those attached to political and salt agencies, shall be a local depôt for the custody and sale of stamps of all descriptions. Local Governments may establish local depôts at places where there is no treasury.

7. Each local depôt shall, unless the Local Government otherwise directs, maintain a supply of stamps equal to the probable consumption of five months.

Local Governments may direct that the supply to be maintained, either generally or in respect of any particular kind of stamp, or in certain local depôts, shall be equal to the probable consumption of such other period as they deem expedient.

8. As soon as the number of stamps in the local depôt falls [Resolution No. 1439 S.R., dated 27th March 1895.] below the number issued from the depôt in the preceding six months, the officer in charge of the depôt shall prepare an indent for a supply equal to the probable consumption of three months. The indent shall show in separate columns, for each denomination of stamp of which a supply is required, the total of the balance in the local depôt and any branch \* depôts subordinate to it, the quantity sold in the preceding six months, and the quantity indented for, which should be approximately one-half of the quantity sold in the preceding six months. The periods of "six months" and "three months" of this rule may, like that of five months in rule 7, be altered by Local Governments to such other periods as they may deem expedient. This indent will be forwarded direct to the Superintendents of Stamps, Madras, Bombay, or Calcutta, as the case may be; but the Local Government of any province may direct that the indents shall be forwarded through any other officer, such as the Superintendent of Stamps of the province, or that a copy of the indent shall be forwarded to such officer.

9. If the supply of stamps in any local depôt should run short [Resolution No. 1439 S.R., dated 27th March 1895.] before the receipt of the supply from the central depôt, the officer in charge of the local depôt should indent for a supply from a neighbouring depôt, sending a copy of the indent to the Superintendent or Commissioner of Stamps of the province, or such other officer as the Local Government may direct. It is the duty of the Superintendent of Stamps, Madras, Bombay, or Calcutta, to report to the Local Government (or such authority as the Local Government may direct), in the case of general and court-fee stamps, to the Director-General of the Post Office in the case of Postage stamps, and to the Director-General of Telegraphs in the case of Telegraph stamps, any case in which it may come to his knowledge that the stock of stamps in any local depôt of any description has fallen below the prescribed amount.

10. "As soon as possible after the arrival of a supply of stamps [Resolution No. 2655 S.R., dated 13th June 1899.] from the central depôt or from another local depôt, the officer in charge of the local depôt

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\* For branch depôts the figures of the latest periodical return received at the local depôt, showing details of stamp balances, may be used for the purpose of calculating the total required for entry in each column.

shall personally examine the outward appearance of the boxes or packets and satisfy himself that they bear no marks of having been tampered with. He shall then have the boxes or packets opened in his presence, and the contents of each box or packets counted either by himself, or in his presence, immediately on its being opened. At the head-quarters of a district, where the treasury is the local depôt the boxes or packets should invariably be placed immediately on arrival in the strong-room of the Treasury and there opened, one at a time, in the presence of the Treasury Officer, who must be present all the time the boxes or packets are being opened, and their contents examined and counted. In no case must a second box or packet be opened until the contents of the first have been completely examined and verified and placed in the proper receptacles as required by rule 13. The number and value of stamps received shall be compared by the officer in charge with the invoice submitted or with the passed indent and a receipt shall be sent as soon as possible to the officer who sent the stamps."

11. Local Governments may issue such orders as may be thought necessary regarding the detailed counting of stamps received in a local depôt, and as to the descriptions of stamps which the officer in charge must count with his own hands. Such orders may include instructions that a certain percentage only of sealed packets marked as containing a certain number of stamps need be opened and counted at the time of receipt, and the remainder, if the percentage opened are all found correct, left with seals unbroken to be counted as they are required on being given out from double lock. The officer in charge is responsible for observing any such instructions, and for satisfying himself as to the number of stamps received before signing the receipt. *The inside wrappers of packets of stamps which bear the initials of the officers through whose hands the packets passed before issue from England should invariably be preserved till the whole contents of the packets have been examined and found correct.*

12. If any of the stamps received are found to be unfit for issue, they should be at once returned to the Superintendent of Stamps. Stamps which are through any accident rendered unfit for issue at any time after receipt should be similarly returned to the Superintendent as soon as their unfitness is discovered. The necessary entries on account of stamps so returned should be made in the monthly statement (rule 34), and in the *plus* and *minus* memoranda (rule 36).

[Resolution No. 2655 S.R.,  
dated 13th June 1899.]

[Resolution No. 1439 S.R.,  
dated 27th March 1895]

13. Immediately after the stamps received have been counted, [Resolution No. 2655 S.R., they shall be placed in proper receptacles in date 13th June 1899] the store under double lock *in the presence of the officer in charge*, arranged in parcels and packets containing known quantities, the amount *and value* of each denomination being entered *at the same time* in a register\* maintained to show the receipts and issues to and from the store under double lock. *These entries shall be checked by the officer in charge at the time the stamps are deposited, and the correctness of the arithmetical calculations of additions to balance as well as of the values compared with quantities,† shall be verified and initialed by him at the time. The register shall then be placed with the stamps in the double lock receptacles and shall not be removed therefrom, nor shall any entries be allowed to be made therein except in the presence of the officer in charge.*

14. The treasurer, or such other officer as the Local Government [Resolution No. 1439 S.R., may direct, shall be the *ex-officio* vendor of dated 27th March 1895.] all descriptions of stamps local depôt in each. Except in Rangoon, Moulmein, Akyab, Bassein and Mandalay sales to the public or to licensed vendors shall not be made direct from [Resolution No. 1749 S.R., the stores under double lock, such sales dated 20th April 1898] being made by the *ex-officio* vendor from the supply entrusted to him for this purpose to be kept by him under single lock, as prescribed in the following rules.

15. The stock to be made over to the *ex-officio* vendor to be kept [Resolution No. 2655 S.R., by him under single lock should ordinarily be dated 13th June 1899] sufficient for the probable demand of one month. *The ex-officio vendor will maintain a register of receipts and issues from single lock in the same form as the double lock register, and on a fixed date near the beginning of each month he will prepare an indent for the quantity required for the month in a form showing the balances in his hands, an average month's consumption, and the quantity required. When this indent is presented to the officer in charge, he will examine the single lock register, check the correctness of the arithmetical calculations made therein, and*

\* A form of register will be published later by the Comptroller and Auditor General

† N. R.—In all cases where stamp registers have to be checked the actual check of quantities against values is a very important one, the correctness of the calculations of value must be tested in detail either by actual multiplication or by use of correctly prepared tables, and this check should never be omitted. This remark applies also to such of the following rules as prescribe a check of this kind. It is not necessary that the complete checking should be done by the officer himself. It will be sufficient if the officer personally checks 10 per cent. of the entries in each class of stamps, leaving the remaining entries in each class to be checked by a subordinate under his supervision.



*compare the balance shown with the actual balance in the ex-officio vendor's hands. If he approves the indent, he shall then give out the quantity required from the store under double lock, check the correctness of the entries made in the double lock register, see that they correspond with those made in the single lock register, initial both registers and return the double lock register into the double lock store. The same procedure shall be followed if any stamps should be required at any intermediate date. Local Governments may reduce the period of one month mentioned in this rule to one week or any other period less than a month, if they consider this desirable with reference to the amount of the treasurer's security or for any other reason.*

16. From the stock so made over to his charge and kept by him [Resolution No. 2655 S.R., under single lock, the *ex-officio* vendor shall dated 13th June 1899.] sell stamps to the public and to licensed vendors for cash. He shall *maintain the single lock register in the form mentioned in the preceding paragraph* in such language as the Local Government may direct, *entering therein both in quantities and values the receipts from double lock, the daily sales and balance in his hands of each denomination at the end of each day.* He shall pay daily into the treasury the cash received by him for stamps sold, the amount realised on account of each of the four descriptions of stamps—namely, General, Court-fee, Postage, and Telegraph—being paid in separately. The account of daily sales should be inspected *and the correctness of the calculations shown therein checked every day by the officer in charge of the dépôt.*

16A. In Rangoon, Moulmein, Akyab, Bassein and Mandalay [Resolution No. 1749 S.R., stamps of the value of Rs. 50 and over may dated 20th April 1898.] be sold direct from the stores under double lock to the public for cash by the officer in subordinate charge of the dépôt. He shall keep in English an account of such sales in the same manner and form as that prescribed by rule 16 for sales by the *ex-officio* vendor.

17. The rules regulating the grant of discount and the grant of [Resolution No. 1439 S.R., licenses to licensed vendors for the sale of dated 27th March 1895.] General and Court-fee stamps vary in different provinces, and are prescribed by Local Governments, subject to the general rule that no change in the rates of discount shall be made without the previous sanction of the Governor-General in Council.

18. Local Governments may direct that the sales to the public of [Resolution No. 1439 S. R., General and Court-fee stamps by *ex-officio* dated 27th March 1895.] vendors shall be limited to stamps of a value

higher than a named amount, the sale to the public of stamps of lower value being left to licensed vendors.

19. Telegraph stamps shall be sold to the public for cash by the *ex-officio* vendors, provided that the quantity [Resolution No. 1439 S.R., dated 27th March 1895.] of stamps sold to one person at one time shall not be less in value than Rs. 5, and that the quantity sold shall not include less than one rupee worth of any particular denomination. On such sales no discount is allowed.

20. Telegraph Masters shall obtain supplies of Telegraph stamps [Resolution No. 1439 S.R., dated 27th March 1895.] from the local depôts, subject to the same conditions in regard to the quantity supplied at one time as those of the preceding rule, and shall sell to the public Telegraph stamps of all descriptions and of any value. No discount is allowed to Telegraph Masters for the sale of stamps, but they are allowed permanent advances of Telegraph stamps, without payment, the amount of the permanent advance being fixed by the Director-General of Telegraphs. When the permanent advance of Telegraph stamps has once been taken, subsequent issues to Telegraph Masters are made only on cash payment. But when the local depôt is closed for holidays of more than one day's duration, officers in charge of local depôts are authorized to issue Telegraph stamps to Telegraph Masters without payment in excess of the value of the permanent advance, these temporary advances being adjusted, when the treasury re-opens, by the return of the stamps, or the payment of their value if sold.

21. Service postage stamps shall be sold for cash from local depôts to Government officials and to persons specially authorized to purchase and use service stamps on a written [Resolution No. 1439 S.R., dated 27th March 1895.] application. On such sales no discount is allowed.

22. Ordinary postage stamps shall be sold to the public for cash [Resolution No. 1439 S.R., dated 27th March 1895.] from local depôts, provided that the value sold to any person at one time shall not be less than Rs. 5, and shall not include any fraction of a rupee, and that embossed envelopes and post cards shall be sold in complete packets only. No discount is allowed on such sales. Soldiers' envelopes are sold from certain selected local depôts only to Commanding Officers in complete packets, no discount being allowed.

23. The officer in charge of every Post Office, receiving office [Resolution No. 1439 S.R., dated 27th March 1895.] tahsil, thana and police-station at which letters are received for despatch, and every person licensed under the rules framed under the Stamp Act, 1879

to sell General Stamps, are required to keep a supply of ordinary postage stamps, for sale to the public, sufficient for the probable demands of one week. To such persons ordinary postage stamps, except soldiers' envelopes, are sold from local depôts for cash on the same conditions as to quantity as those prescribed in the preceding rule; and on such sales discount at the rate of quarter of an anna in the rupee is allowed.

Government of India,  
Financial Department,  
letter No. 5646, dated 15th  
November 1894 to the  
Director-General of the  
Post Office.

23A. A special extra commission of  $\frac{1}{4}$  anna in the rupee has been sanctioned, with effect from 11th November 1892, on all sales of the large size registration envelope.

NOTE.—In the case of *all* stamped envelopes or postal wrappers, the discount or commission is calculable on the face value of the stamp.

24. The officers in charge of Post Offices, receiving offices,

Appendix No. 7, rule 24, page 142,—

*For the Resolution cited in the margin of the rule, substitute the following :—*

[Resolution No. 1771-S. R.,  
dated 10th April 1901.]

*Line 8 : for one-half anna substitute one-anna*

No. 109.

~~dated 27th March 1895.]~~

stamps, provided he is not employed in a Government treasury. Such authority shall be in writing, and shall remain in force for one year. It may contain conditions in all or any of the following respects, namely, the maintenance of the sufficient supply of stamps of all or any specified denominations of postage stamps for retail sale; the sale of the stamps at one or more particular shops or places; and the prohibition of sales at other shops or places; and the days and hours of sale. The District Officer shall keep a register showing the name, residence and occupation of every person to whom he grants such authority.

26. Superintendents and Inspectors of Post Offices within their respective jurisdictions, and any other officers of the Post Office authorized on that behalf by the Postmaster-General or Deputy Postmaster-General, are empowered to examine the stock of postage stamps kept by any of the persons required or authorized to keep postage stamps for sale to the public under Rules 23 and 25.

### Branch Depôts.

27. Every subordinate, branch, or tahsil treasury shall be a branch depôt for the sale of stamps of all descriptions. But in any case where the sale of stamps from such a branch depôt is insignificant, and equal facilities exist for the supply of stamps from a depôt in the same station as the branch depôt, the Local Government may direct the closing of the branch depôt.

28. The sub-treasurer, or such other officer as the Local Government may direct, shall be the *ex-officio* vendor of stamps at a branch depôt.

29. The officer in charge of the branch depôt shall obtain his supplies from the local depôt to which the branch depôt is subordinate in the same manner as the *ex-officio* vendor at the local depôt obtains his supplies, except that the indent and the stamps must be sent by post or messenger to and from the local depôt, and that the examination of the balance in hand and the comparison of the amounts shown with those shown in the indent shall be done by the officer in charge of the branch depôt. In cases where there is likely to be a distinct saving of cost or greater security of the stamps in transit, the Local Government may empower the Board of Revenue or other superior Revenue authority to sanction the despatch of stamps direct from the central depôt to branch depôts, such supplies being passed through the accounts of the local depôt and treated by the Superintendent of Stamps as supplies to the local depôts to which the branch depôts are subordinate.

*The receipt and examination of stamps on arrival from a local central or other depôt should be conducted in the manner laid down in rule 10.*

The *ex-officio* vendor shall obtain his supplies from the officer in charge of the branch depôt in the same manner as the *ex-officio* vendor at the local depôt obtains his supplies from the officer in charge.

30. The supply to be kept in a branch depôt should be equal to the probable demand for three months; but Local Governments may direct that the supply shall be equal to the demand of any other period instead of three months which they may consider expedient. The stock should be kept up to this amount by indenting and obtaining supplies from the local depôt from time to time as may be necessary.

to sell General Stamps, are required to keep a supply of ordinary postage stamps, for sale to the public, sufficient for the probable demands of one week. To such persons ordinary postage stamps, except soldiers' envelopes, are sold from local depôts for cash on the same conditions as to quantity as those prescribed in the preceding rule; and on such sales discount at the rate of quarter of an anna in the rupee is allowed.

Government of India,  
Financial Department,  
letter No. 5646, dated 15th  
November 1894, to the  
Director-General of the  
Post Office.

23A. A special extra commission of  $\frac{1}{4}$  anna in the rupee has been sanctioned, with effect from 11th November 1892, on all sales of the large size registration envelope.

NOTE.—In the case of *all* stamped envelopes or postal wrappers, the discount or commission is calculable on the face value of the stamp.

24. The officers in charge of Post Offices, receiving offices, tahsils, thanas, and police-stations at which letters are received for despatch, are also required to keep a supply of one anna revenue stamps for sale to the public. To such officers one-anna revenue stamps are sold from local depôts on the same conditions as to quantity as those prescribed in rule 22. On such sales discount at the rate of one-half anna in the rupee is allowed.

25. A District Officer may authorize the grant of discount at the rate of quarter of an anna in the rupee to any *bona fide* retail vendor of ordinary postage stamps, provided he is not employed in a Government treasury. Such authority shall be in writing, and shall remain in force for one year. It may contain conditions in all or any of the following respects, namely, the maintenance of the sufficient supply of stamps of all or any specified denominations of postage stamps for retail sale; the sale of the stamps at one or more particular shops or places; and the prohibition of sales at other shops or places; and the days and hours of sale. The District Officer shall keep a register showing the name, residence and occupation of every person to whom he grants such authority.

26. Superintendents and Inspectors of Post Offices within their respective jurisdictions, and any other officers of the Post Office authorized on that behalf by the Postmaster-General or Deputy Postmaster-General, are empowered to examine the stock of postage stamps kept by any of the persons required or authorized to keep postage stamps for sale to the public under Rules 23 and 25.

Resolution No. 1439 S.R.,  
dated 27th March 1895.]

### Branch Depôts.

27. Every subordinate, branch, or tahsil treasury shall be a branch depôt for the sale of stamps of all descriptions. But in any case where the sale of stamps from such a branch depôt is insignificant, and equal facilities exist for the supply of stamps from a depôt in the same station as the branch depôt, the Local Government may direct the closing of the branch depôt.

28. The sub-treasurer, or such other officer as the Local Government may direct, shall be the *ex-officio* vendor of stamps at a branch depôt.

29. The officer in charge of the branch depôt shall obtain his supplies from the local depôt to which the branch depôt is subordinate in the same manner as the *ex-officio* vendor at the local depôt obtains his supplies, except that the indent and the stamps must be sent by post or messenger to and from the local depôt, and that the examination of the balance in hand and the comparison of the amounts shown with those shown in the indent shall be done by the officer in charge of the branch depôt. In cases where there is likely to be a distinct saving of cost or greater security of the stamps in transit, the Local Government may empower the Board of Revenue or other superior Revenue authority to sanction the despatch of stamps direct from the central depôt to branch depôts, such supplies being passed through the accounts of the local depôt and treated by the Superintendent of Stamps as supplies to the local depôts to which the branch depôts are subordinate.

*The receipt and examination of stamps on arrival from a local central or other depôt should be conducted in the manner laid down in rule 10.*

The *ex-officio* vendor shall obtain his supplies from the officer in charge of the branch depôt in the same manner as the *ex-officio* vendor at the local depôt obtains his supplies from the officer in charge.

30. The supply to be kept in a branch depôt should be equal to the probable demand for three months; but Local Governments may direct that the supply shall be equal to the demand of any other period instead of three months which they may consider expedient. The stock should be kept up to this amount by indenting and obtaining supplies from the local depôt from time to time as may be necessary.

31. Local Governments shall fix the period a supply sufficient for [Resolution No. 1439 S.R., dated 27th March 1895.] which shall be kept under single lock by the *ex-officio* vendor, and the remainder of the stamps in the branch depôt shall be kept under double lock of the officer in charge of the branch depôt and of the *ex-officio* vendor, and given out to single lock as required.

32. Sales from branch depôts will be made [Resolution No. 1439 S.R., dated 27th March 1895.] subject to the same rules as those from local depôts.

### Returns to and by the Superintendents of Stamps and Accountants-General.

33. On the last open day of September and March each year, [Resolution No. 1439 S.R., dated 27th March 1895.] the officer in charge of each local depôt will count, or have counted in his presence, the stamps in the depôt, both those under double lock and those under single lock, and will require the officers in charge of the branch depôts subordinate to him similarly to count the stamps in the branch depôt. He will attach to the monthly statements for September and March rendered to the Superintendent of

\* The North-Western Provinces and Oudh, Punjab, the Central Provinces and Berar. [In the case of revenue adhesive stamps supplied to Berar from the central depot at Madras the monthly statements will continue to be submitted to the Superintendent of Stamps, Madras.]

Stamps, Calcutta, Madras or Bombay, or, in the provinces noted in the margin\*, to the local Superintendent or Commissioner of Stamps or other

officer named by the Local Government, a certificate in the following form :—

“ I do hereby certify that I have personally examined and counted or had counted in my presence, the stamps of all descriptions in store in this local depôt on the <sup>September</sup> <sub>March</sub> 18 , and found the value of each description to be as stated in the margin.† Also that

† General	.	.	.	.	.
Court-fee	.	.	.	.	.
Telegraph	.	.	.	.	.
Postage	.	.	.	.	.

R

R

‡ General	.	.	.	.	.
Court-fee	.	.	.	.	.
Telegraph	.	.	.	.	.
Postage	.	.	.	.	.

I have received certificates from the officers in charge of the subordinate branch depôts that they have similarly counted the stamps in the branch depôts on the last day of the month of <sup>September</sup> <sub>March</sub> of which the accounts are incorporated in the Head Treasury Accounts, and that

these certificates show the value of each description of stamps to be as stated in the margin. ‡

"The total values of stamps in this depôt and the branch depôts, as found by the above certified examination, are therefore—

*R*

General	.	.	.	.	.	.	.
Court-fee (including stamps for copies)							,
Telegraph	.	.	.	.	.	.	.
Postage	.	.	.	.	.	.	.

which amounts agree with the balances shown in the monthly statement for September to which this certificate is attached.' *If there is*  
March  
*any difference, add* "with the exception of the following differences:—

.....the  
 explanation of which is as follows:—

"

34. Monthly statements showing the receipts and issues of each local depôt, including the transactions of the  
 [Resolution No. 1439 S.R., dated 27th March 1895.] subordinate branch depôts, shall be prepared by the officer in charge of the local depôt, and forwarded in the first week of the succeeding month to the Superintendent of Stamps, Calcutta, Madras or Bombay, or the Local Superintendent or Commissioner of Stamps, or other officer specified in Rule 33, separate statements being prepared for General stamps, Court-fee stamps, Telegraph stamps, and Postage stamps.

These statements shall show for each denomination of stamp the values of the balance in hand, at the beginning of each month of the quantities received from the Superintendent of Stamps or other officer during the month, of the quantity sold during the month and of the balance in hand at the end of the month. The statements may be forwarded direct to the Superintendent of Stamps, Calcutta, Madras or Bombay, or the Local Superintendent or Commissioner of Stamps, or through any officer named by the Local Government.

35. The statements shall be checked by the Superintendents of  
 [Resolution No. 1439 S.R., dated 27th March 1895.] Stamps, Calcutta, Madras or Bombay, or by the Local Superintendent or Commissioner of Stamps or other officer specified in Rule 33 by comparison with previous statements and the accounts of the central depôts, and shall be used by him to check indents and to watch the balances in the local depôts. If the monthly statements of transactions show that the balance of any kind of stamp in any local depôt is falling too low, the attention of the officer in charge should be called to the fact. To enable him to check the returns each local Superintendent or Commissioner of Stamps, or other officer specified in Rule 33, will



be supplied by the Superintendent of Stamps, Calcutta or Bombay, with monthly statements showing the stamps issued to and returned by the local depôts subordinate to each.

36. Treasury Officers and other officers in charge of local depôts shall forward to the local Accountant-General [Resolution No. 1439 S.R., dated 27th March 1895.] or Comptroller such returns of the receipts and sales of stamps as the Comptroller-General may direct, in the form of Plus and Minus Memoranda or otherwise.

37. Each Superintendent or Commissioner of Stamps, or other officer specified in Rule 33 shall send to the [Resolution No. 1439 S.R., dated 27th March 1895.] Accountant-General or Comptroller such accounts of the transactions of the central and local depôts as the Comptroller-General may prescribe.

38. They shall also every six months intimate to the Accountant-General or Comptroller, for comparison with [Resolution No. 1439 S.R., dated 27th March 1895.] the amounts shown in the returns received from Treasuries and other local depôts under Rule 36, the receipt of the certificates prescribed in Rule 33, and the amount of stock certified to be in balance in each local depôt.

39. The Comptroller-General shall prescribe such rules as he [Resolution No. 1439 S.R., dated 27th March 1895.] considers necessary for the disposal of the accounts mentioned in the foregoing rules, and for the check of the receipts, issues, and sales.

40. The Local Governments in Bengal, Madras and Bombay shall [Resolution No. 1439 S.R., dated 27th March 1895.] arrange for a periodical verification by counting of the stock of stamps in the respective central depôts. The verification shall be carried out in the manner and form prescribed by the Comptroller-General, to whom the result will be reported.

41. The Superintendents of Stamps, Calcutta, Madras and Bombay, shall forward every month to the [Resolution No. 1439 S.R., dated 27th March 1895.] Director-General of the Post Office a statement showing the balances and receipts in the central depôt and the issues to each local depôt of postage stamps during the month. Each Superintendent or Commissioner of Stamps or other officer specified in Rule 33 shall also send monthly to the Comptroller of the Post Office a statement of the sales during the past month of the several denominations of postage stamps in the local and branch depôts subordinate to him. Each Accountant-General or Comptroller will, with his monthly account current with the Examiner of Telegraph Accounts, forward a statement showing the total realizations at each Treasury from the sales of telegraph stamps during the month.

## APPENDIX No. 8.

### RULES FOR THE TREATMENT OF ARTICLES BEARING FORGED, COUNTERFEIT, OR WASHED POSTAGE STAMPS (ORDINARY AND SERVICE AND REGARDING THE MISUSE OF SERVICE STAMPS.

#### CONTENTS.

##### PART I.—General Rules.

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Application of rules.</li><li>2. Description of cases and sections of Indian Penal Code applicable.</li><li>3. Intimation to be given to the Magistrate of the District.</li><li>4. Or in his absence to any Magistrate or District Superintendent of Police.</li><li>5. Action to be taken if the article is detected in sorting office.</li><li>6. The article to be detained pending orders.</li><li>7. Endeavours to be made to discover the real perpetrator of the fraud.</li></ol> | <ol style="list-style-type: none"><li>8. Government officials guilty of the like fraud, chargeable with criminal breach of trust, as well as under other sections of Penal Code.</li><li>9. Presumption of theft in cases where service stamps are openly used on a private article.</li><li>10. Presumption of criminal misappropriation in cases where service stamps are used on a private article.</li></ol> |
|--|--|

##### PART II.—Rules for the treatment of foreign mail articles bearing counterfeit or previously used postage stamps.

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>11. Mode of receipt of a foreign mail article believed to bear counterfeit or previously used postage stamps.</li><li>12. Issue of notice requiring addressee or his agent to attend at the post office.</li><li>13. Conditions under which article may be delivered.</li></ol> | <ol style="list-style-type: none"><li>14. Article not to be delivered unless above conditions are fully complied with.</li><li>15. Submission of article and accompanying documents to head of circle.</li><li>16. Head of circle to forward article and statements to office of Director-General.</li></ol> |
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## Appendix No. 8.

### RULES FOR THE TREATMENT OF ARTICLES BEARING FORGED, COUNTERFEIT OR WASHED POSTAGE STAMPS (ORDINARY AND SERVICE) AND REGARDING THE MISUSE OF SERVICE STAMPS.

#### PART I.—General Rules.

**1. Application of rules.**—The following rules prescribe the procedure to be adopted in cases in which the use on an article passing through the Post Office of forged or counterfeit, or washed Indian postage stamps, or the misuse of service stamps, is detected or suspected.

**2 Description of cases and sections of Indian Penal Code applicable.**—The following are the cases which may occur, and the sections of the *Indian Penal Code* under which the offences which may have been committed will generally be found to fall. Under Section 17 of the *Indian Post Office Act* (VI of 1898) postage stamps are “deemed to be stamps issued by Government for the purpose of revenue within the meaning of the *Indian Penal Code*.”

(a) Postage stamp forged or counterfeit.

[Section 255. Counterfeiting a Government stamp.

„ 260. Using as genuine a Government stamp known to be counterfeit.]

(b) Stamp from which previous obliteration appears to have been washed out or otherwise removed or concealed.

[Section 262. Using a Government stamp known to have been before used.

„ 263. Erasure of mark denoting that stamp has been used.]

(c) Service stamp with the letters denoting service removed or scored through or so overlaid with writing as to be concealed.

[Sections 255 and 260. (*Vide* Sec. 28)

Section 379. Theft.

„ 409. Criminal breach of trust by public servant.

„ 411. Dishonestly receiving stolen property.]

(d) Service stamp misused on a private article.

[Sections 379, 409, 411.]

**3. Intimation to be given to the Magistrate of the District.** When any such stamp is detected on an article either in the office of posting or in the office of delivery, the postmaster should at once lay information before the District Magistrate \* to the effect that a certain offence or certain offences have to his knowledge been committed [*Criminal Procedure Code*, Act V of 1898, section 190 (c)]. Under Sections 190 and 4 (1) (h) of the *Criminal Procedure Code*, a Magistrate may take cognizance of an offence whether the person who committed it is known or unknown.

II. Proceedings having thus been instituted, the Magistrate should be asked to take steps to obtain possession of the article under Section 95 † of the *Criminal Procedure Code*.

**4. Or in his absence to any Magistrate or District Superintendent of Police.**—In the absence of the Magistrate of the district, intimation may be given to any Magistrate or District Superintendent of Police, with a suggestion that he should authorise the detention of the article under Section 95 † pending the orders of the Magistrate of the District.

**5. Action to be taken if the article is detected in a sorting office.**—If the article is detected when passing through a sorting office, it should be put into an envelope addressed to the postmaster of the office of destination where the steps here prescribed will be taken. When putting the article into the envelope, a note should

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\* Postmasters will note that they are not to *deliver up* the article to the District Magistrate, or, in his absence, to any other Magistrate or District Superintendent of Police, but merely to *give information* regarding it, in view to the issue of the necessary order by the Magistrate. There is, however, no prohibition against the postmaster's producing the article if required for the Magistrate's inspection prior to the issue of any order.

† *Section 95 (1).*—If any document, parcel or thing in such custody is, in the opinion of any District Magistrate, Chief Presidency Magistrate, High Court, or Court of Session, wanted for the purpose of any investigation, enquiry, trial or other proceedings under this Code, such Magistrate or Court may require the Postal or Telegraph authorities, as the case may be, to deliver such document, parcel or thing to such person as such Magistrate or Court directs.

(2) If any such document, parcel or thing is, in the opinion of any other Magistrate, or of any Commissioner of Police or District Superintendent of Police, wanted for any such purpose, he may require the Postal or Telegraph Department, as the case may be, to cause search to be made for and to detain such document, parcel or thing, pending the order of any such District Magistrate, Chief Presidency Magistrate, or Court.

be made drawing the attention of the office of delivery to the offence which is suspected.

**6. The article to be detained pending orders.**—Per ling the receipt of orders from the authority applied to, the article may be provisionally detained, full particulars of the case being at once reported to the Superintendent and the Postmaster-General, who will take such steps as the circumstances may require.

**7. Endeavours to be made to discover the real perpetrator of the fraud.**—It must be borne in mind that the poster of an article bearing a forged or counterfeit stamp or a stamp of which a previous obliteration has been removed or concealed is not necessarily the person guilty of the suspected fraud, as he may be able to show that his purchase of the stamp was a *bond fide* one; and in some cases there has been reason for suspecting that a stamp that is forged, or counterfeit, or of which a previous obliteration has been removed or concealed has been affixed to an article which has been posted with the object of causing annoyance to some innocent person whose name has been used in a fictitious letter inside; but in such cases it is equally necessary to use every endeavour to discover the real perpetrator of the fraud.

**8. Government officials guilty of the like fraud, chargeable with criminal breach of trust, as well as under other sections of Penal Code.**—A Government official entrusted with service stamps or the prepayment of official correspondence, who may remove or conceal the marks upon them by erasure or writing, would, in addition to the penalty of such act, be chargeable with criminal breach of trust under Section 409.

**NOTE.**—The case referred to in this rule is quite distinct from that in which a Government official who prepays a private letter by means of a service stamp, certifies such letter to be "On Her Majesty's Service." There is no criminal penalty for an offence of the latter kind; but steps should be taken to have it dealt with departmentally.

**9. Presumption of theft in cases where service stamps are openly used on a private article.**—The misuse of service stamps is not an offence in itself when no attempt has been made to conceal the true character of the stamps used. But as service stamps are issued only to Government officials, and solely for use on official correspondence, and as no person legally holding such stamps has any right to use them on private correspondence, a presumption is raised in regard to all stamps thus used that they have been stolen and that the offence of theft (Section 379, *Indian Penal Code*), or

dishonestly receiving stolen property (Section 411) has been committed.

10. **Presumption of criminal misappropriation in cases where service stamps are used on a private article.**—It may transpire on enquiry into the circumstances under which the stamps are used, that neither of the offences mentioned in the preceding clause can be established. It may be asserted, or proved, that the stamps came into the possession of the subsequent user under circumstances which would not make him a dishonest holder. In cases of this kind it has been held in several Courts that, though the original possession may have been unaccompanied by any suspicion of criminal dishonesty, still, if the user, from his ability to distinguish between ordinary and service stamps or from enquiry or otherwise, knows the true nature of the stamps, on using them he commits the offence of criminal misappropriation of property (Section 403, *Indian Penal Code*) in converting them to his own use. In cases where conviction has been obtained under this section, the order has proceeded from the opinion held that the word or letters indicating "Service" printed on the stamps are sufficient indication that they are the property of Government.

## **PART II.—Rules for the treatment of foreign mail articles bearing counterfeit or previously-used postage stamps.**

11. **Mode of receipt of a foreign mail article believed to bear counterfeit or previously-used postage stamps.**—An article of the foreign mail bearing a postage stamp which the post office of the country of origin has reason to believe counterfeit or previously used, will be received from that country enclosed, along with a special advice in Union form H (appended to these rules), in a postal service registered cover addressed to the office of destination.

12. **Issue of notice requiring addressee or his agent to attend at the post office.**—When such an article is received in an Indian post office for delivery, it should be shown to the postmaster who will serve the addressee with a notice in the following form inviting him to attend, either in person or by agent, within 48 hours, at the post office to receive delivery of the article:—

"To

\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

SIR,

Whereas a \_\_\_\_\_  
(*here describe the article*) bearing a postage stamp which is believed  
to be a <sup>counterfeit</sup><sub>previously used</sub> one has been received to your address from \_\_\_\_\_

(*here name the office and country of origin*), you are hereby invited  
to attend, either in person or by an agent duly authorised in writing  
to represent you, at the post office, within 48 hours, to receive  
delivery of the same.

*Postmaster.*

*Dated*

189 :

**13. Conditions under which article may be delivered.**—Should the addressee or his agent attend at the post office within the time specified in the notice, the article may be delivered to him provided that he consents to make known the name and address of its sender and to surrender to the postmaster the portion of it which bears the address and the postage stamp or stamps.

**14. Article not to be delivered unless above conditions are fully complied with.**—On the other hand, if the addressee should fail to attend, by himself or his agent, within the specified time, or if, having so attended, he should refuse to make known the name and address of the sender of the article or to make over to the postmaster the portion of it required under rule 14, the article should not be delivered.

**15. Submission of article and accompanying documents to head of circle.**—In either of the cases referred to in rules 14 and 15, the postmaster should record a statement in form I (appended to these rules), setting forth the action taken by him and the facts of the case, such as failure on the part of the addressee or his agent to attend at the post office, refusal to make known the name and address of the sender, etc. This statement, together with the portion of the article required under rule 14 and the advice (form H) received with the article, should be submitted through the prescribed channel to the head of the circle in which the office of delivery is situated

**16. Head of circle to forward article and statements to Director-General.**—The head of a circle, on receiving the statements and the portion of the article referred to in rule 16 should



forward them to the office of the Director-General for transmission to the Postal Administration of the country of origin of the article.

**NOTE 1.**—Form I will be supplied to head offices only. When a sub or branch office receives for delivery an article of the foreign mail accompanied by an advice in form H, the sub or branch postmaster should place the article in deposit and obtain the instructions of the head office as to its disposal. In such cases, the head office will forward a copy of form I to the office of delivery with clear instructions as to the action to be taken under rules 13 to 16.

**NOTE 2.**—When the addressee of a foreign mail article, which has been received accompanied by an advice in form H, has changed his address and has left instructions for the redirection of articles to his new address, the article, accompanied by the advice in form H, should be sent in a postal service registered cover to the address of the postmaster of the new office of delivery or, if that office be a sub or branch office, to that of the postmaster of its head office. If instructions for redirection have not been left by the addressee, the article and the advice (form H) should be submitted, with a report to that effect, through the prescribed channel, to the head of the circle.

**NOTE 3.**—If an Indian office of foreign exchange receives an article of the foreign mail accompanied by an advice in form H, and the article is intended for delivery by an office other than itself, it should forward the article and advice to that office or, if the office of delivery be a sub or branch office, to its head office enclosed in a cover registered on postal service.

Form H.

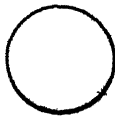
Administration  
des  
Postes

Bureau  
d  
Département ou Province.

AVIS DE L'ENVOI,

SOUS RÉCOMMANDATION D'OFFICE, DE L'OBJET DE CORRESPONDANCE DÉCRIT CI-APRÈS  
PARAISSENT REVEIU D'UN TIMBRE-POSTE FRAUDULEUX.

Nature de l'objet.	Bureau d'origine et date d'expédition.	Copie textuelle de l'adresse.	Indication du timbre- poste présumé frauduleux (valeur).	Observations.
1	2	3	4	5



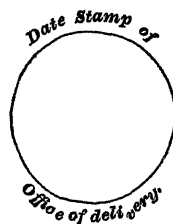
Timbre du bureau  
spécial.  
des Postes.

Appx. No. 8.  
Form 1.

# Form I.

Administration des postes de l'Inde britannique.  
*Postal Administration of British India.*

PROCÈS-VERBAL.  
*PROCEEDING.*



Dressé à } \_\_\_\_\_ par application de l'article 18  
*Drawn up at } \_\_\_\_\_ under the requirements of Article 18*

de la Convention de l'Union postale universelle et de l'article XXX du  
*of the Convention of the Universal Postal Union and of Article XXX of the*

Règlement de détail et d'ordre pour l'exécution de cette Convention  
*Regulation of details and procedure for the execution of that Convention.*

## EMPLOI D'UN TIMBRE-POSTE FRAUDULEUX.

### USE OF A FRAUDULENT POSTAGE STAMP.

L'an mil huit cent } \_\_\_\_\_  
*In the year one thousand eight hundred and }*

le } \_\_\_\_\_, Nous soussigné employés des Postes  
*on the } \_\_\_\_\_ We, the undersigned postal officials*

à } \_\_\_\_\_, agissant  
*at } \_\_\_\_\_*

en vertu de l'article 18 de la Convention de l'Union postale universelle et de  
*under the authority of article 18 of the Convention of the Universal Postal*

l'article XXX du Règlement de détail et d'ordre pour l'exécution de cette  
*Union and of article XXX of the Regulation of details and procedure for the execution*

Convention, et assistant à la vérification d'  
*of that Convention, and present at the examination of\* }*

\* Here enter  
the description  
of the article,  
i.e., letter,  
sample packet,  
printed paper,  
business paper,  
etc.

expédié le } \_\_\_\_\_ de } \_\_\_\_\_  
*despatched on the } \_\_\_\_\_ from }*

\_\_\_\_\_ { à l'adresse de M.  
*{ to the address of Mr. }*

à } \_\_\_\_\_  
*{ }*

pesant } \_\_\_\_\_ { et affranchi à raison de }  
*weighing* } \_\_\_\_\_ { *and prepaid by means of* } \_\_\_\_\_

\_\_\_\_\_, avons constaté que cet envoi était revêtu d'un  
*certify that this article bears a*

timbre-poste présumé frauduleux, ce qui constitue la contravention prévue par  
*presumably fraudulent postage stamp, which constitutes the offence contemplated by*  
 l'article 18 de la Convention précitée.  
*article 18 of the aforesaid Convention.*

Le destinataire  
*The addressee\**

(a) { a manqué de se présenter au bureau de poste,  
*has failed to attend at the post office,*

(b) { a refusé de faire connaître l'expéditeur,  
*has refused to make known the sender,*

(c) { a refusé de mettre à la disposition de la poste  
*has refused to place at the disposal of the post office*

la partie de l'envoi qui contient la suscription et le  
*the portion of the article which bears the address and*  
 timbre signalé comme frauduleux,  
*the stamp advised as being a fraudulent one,*

(d) { a déclaré que l'expéditeur lui est inconnu,  
*has stated that the sender is not known to him,*

(e) { a déclaré que l'expéditeur est M. } \_\_\_\_\_  
*has stated that the sender is Mr.†*

\* Score out any  
 of the entries  
 (a), (b), (c),  
 (d), and (e), not  
 appropriate to  
 the case.

† Here enter the  
 name and  
 address of the  
 sender. The  
 name of the  
 street in which  
 he resides and  
 the No. of his  
 house should be  
 given, if  
 possible.

En conséquence  
*Consequently‡*

(a) { nous avons saisi l'envoi et le présentons  
*we have seized the article and submit it*

(b) { nous lui avons remis l'envoi et, ayant obtenu la partie  
*we have delivered the article to him and, having*  
 qui contient la suscription et le timbre signalé comme  
*obtained the portion which bears the address and the*  
 timbre signalé comme frauduleux, nous la présentons  
*stamp advised as*  
*being a fraudulent one, we submit it*

‡ Score out the  
 entry (a), or (b)  
 not appropriate  
 to the case.

à l'effet de le transmettre à l'Administration des Postes d  
*with a view to its transmission to the Postal Administration of* }

De quoi, nous avons dressé le présent procès-verbal pour qu'il y soit donné suite  
*We have, therefore, drawn up this proceeding in order that action may be taken in*  
conformément à l'article 18 de la Convention et à l'article XXX du Règlement  
*accordance with article 18 of the Convention and article XXX of the Regulation*  
susmentionnés.  
*above-mentioned.*

---

Signature du destinataire  
ou du fondé de pouvoirs.  
*Signature of addressee*  
*or of his agent.*

---

Receveur des Postes,  
*Postmaster.*

---

Commis chargé de surveiller le  
service de la distribution.  
*\*Delivery Clerk.*

---

\* When the office of delivery is a sub or branch office in which no clerk is employed, the signature of a second official on this document may be dispensed with.

# APPENDIX No. 9.

## COMPILATION OF ORDERS OF THE TELEGRAPH DEPARTMENT RELATING TO COMBINED OFFICES.

### CONTENTS.

#### Part I.—Orders of Government.

- |  |   |
|--|---|
| X 1. Utilization of the postal agency in the operations of the Telegraph department. | X 5. Extension of telegraph lines.          |
| X 2. General scheme.   | X 6. Free transmission of—                  |
| X 3. Charges for telegrams received at post offices.                                 | (a) telegraph letters and parcels by post ; |
| X 4. Training of Post Office officials in telegraph duties.                          | (b) Postal Service messages.                |

#### Part II.—General instructions to divisional superintendents.

- |   |  |
|---|--|
| X 7. Free transmission by post or telegraph.  | X 10. Suggestions by divisional superintendents.   |
| X 8. Postmasters' agents for receipt of messages.   | X 11. Routine to be adopted in opening postal combined offices.  |
| X 9. Postmasters of outlying offices to act as agent for the collection and despatch by post of inland telegrams to the nearest telegraph office. | X 11. (a) Routine to be adopted in closing a combined office or in converting such an office into a departmental office. |
|   | X 12. Notice to non-Departmental Telegraph systems.  |

#### Part III.—Training Postal employés.

- |  |  |
|--|--|
| X 13. Divisional superintendents to arrange for training Postal employés.              | X 18. Uncertificated men not to be employed.             |
| X 14. Selection of probationers.   | X 19. Testing in case of interruption.                   |
| X 15. Opportunities of learning telegraphy to be given to Postal supervising officers. | X 20. Final examination.                                 |
| X 16. Progress reports.  | X 21. Certificate (Form X. 1)                            |
| X 17. Standard for signalling.   | X 22. Probationers not to attend class after qualifying. |

## Part IV.—Technical.

- |   |   |
|---|---|
| <p>X 23. System of working.</p> <p>X 24. Closed circuit batteries to be disconnected at night.</p> <p>X 25 Spare battery material not to be kept in Postal Combined offices.</p> <p>X 26. Departmental employé to be deputed to open Postal combined offices.</p> | <p>X 27. Duties of messengers.</p> <p>X 28. Interruptions.</p> <p>X 28 (a). Postmasters, subpostmasters, clerks or signallers not to be ordered out on lines.</p> |
|---|---|

## t V.—Traffic.

- |   |   |
|---|---|
| <p>X 29. Procedure to be adhered to in reporting the opening and closing of combined offices.</p> <p>X 30. Working hours.</p> <p>X 31. Procedure to be followed when a telegram is presented at a combined office out of telegraph business hours but within post office hours.</p> <p>X 32. Relations of Check Office with combined office.</p> <p>X 33. Monthly traffic statistics.</p> | <p>X 34. Statement of terminal payments.</p> <p>X 35. Use of telegraph stamps in postal combined offices.</p> <p>X 36. Acceptance of foreign messages at postal combined offices.</p> <p>X 36 (a). Combined offices may accept Bearing press telegrams. Postal employes required to understand rules for dealing with such telegrams.</p> |
|---|---|

## Part VI.—Supervision and discipline.

- |   |   |
|---|---|
| <p>X 37. Control of postal employes engaged on Telegraph duties.</p> <p>X 37 (a). Responsibilities of postmasters for the conduct of telegraph work in combined offices.</p> <p>X 38. Rules for correspondence with postal officers and employes.</p> <p>X 39. Supervision and inspection of postal combined offices.</p> | <p>X 39 (a). Combined offices must obey orders issued by Departmental office for regulation of traffic.</p> <p>X 40. Postal employes not to be examined in signalling during inspection.</p> <p>X 41. Inspection of postal combined offices.</p> <p>X 42. Remarks in visiting book.</p> |
|---|---|

## Part VII.—Equipment.

- |   |   |
|---|---|
| <p>X 43. Equipment of combined offices.</p> <p>X 44. Responsibility of indenting officers.</p> <p>X 45. Indents.</p> <p>X 46. Lamps, etc.</p> <p>X 47. Clocks.</p> <p>X 48. Furniture.</p> <p>X 49. Badges for messengers.</p> <p>X 50. Sign-boards.</p> <p>X 51. Defacing stamps.</p> <p>X 52. Transfer of stores on a Departmental becoming a postal combined office.</p> <p>X 53. Supply of forms.</p> | <p>X 54. Stationery.</p> <p>X 55. Supply of <i>Traffic Codes</i>.</p> <p>X 56. Saleable articles.</p> <p>X 57. Postal Guide.</p> <p>X 58. Responsibility of Telegraph officers for care and custody of store in combined offices.</p> <p>X 58 (a). Replacement or repair of articles of equipment.</p> <p>X 58 (b). Reserve of instruments</p> <p>X 58 (c). Stock-List of articles belonging to the Telegraph Department should be signed by both relieving and relieved officials.</p> |
|---|---|

## Part VIII.—Accounts.

- |  |  |
|--|--|
| <p>X 59. Lump sum sanctions for combined offices.</p> <p>X 60. Conditions of allowances to postmasters, etc.</p> <p>X 61. Watermen for watering earth connexions.</p> <p>X 62. Procedure to be followed in passing charges incurred on account of travelling and transit pay of combined office postal employés.</p> <p>X 63. Delivery charges.</p> <p>X 63 (a). Monthly accounts of payments on account of combined offices furnished by the Comptroller, Post Office, to the Examiner of Telegraph accounts.</p> | <p>X 64. Articles required in combined offices to be supplied on divisional officer's sanction. Procedure.</p> <p>X 65. Disposal of imprest, etc., of transferred offices.</p> <p>X 66. Period for which combined office records should be preserved.</p> <p>X 67. Procedure to be followed in opening a combined office or for altering the working hours or establishment of an existing office.</p> |
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## Appendix No. 9.

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### COMPILATION OF ORDERS OF THE TELEGRAPH DEPARTMENT RELATING TO COMBINED OFFICES.

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#### **PART I.—Orders of Government.**

*Extract from Resolution No. 287T., dated 9th October 1883, by  
the Government of India, Public Works Department.*

**X1.** In pursuance of the orders of the Government of India, the Director-General of Telegraphs now submits a scheme, drawn up in consultation with the Director-General of the Post Office, for utilising the agency of the Post Office in extending the operations of the Telegraph Department. The following are the main heads of this scheme which has the cordial approval of the Government of India :—

**X2.** To constitute every Post Office in the Empire a receiving office or depôt for the receipt of “Inland” telegrams from the public whence “Inland” telegrams will be despatched by post to the nearest Telegraph station, whether such station be a Government office or an office of a Railway Telegraph system.

**NOTE.**—Throughout this Chapter the term Railway Telegraph system includes also Canal Telegraph systems.

**X3.** The charge to the public for a telegram received at a Post Office to be the same as the charge for a telegram received at a Telegraph Office.

**X4.** To train a number of Post Office officials in Telegraph duties (their pay while under training and all connected expenses being borne by the Telegraph Department) for the purpose—

(a) of combining telegraph with Postal work at Telegraph stations where the work can be done efficiently and cheaper by using the agency of the Post Office; and

- (b) of working Branch Telegraph stations, off the present main routes, which it is proposed to establish in Post Offices.

X5. To erect short lines of telegraph inexpensively constructed, connecting the existing telegraph system with the Post Offices in towns in the vicinity, with the object of bringing the advantages of the telegraph within the reach of people off the main routes, thus providing a large extension of its sphere of usefulness at the least possible expense to the State.

The extent of these connections must be limited by financial considerations, but it is hoped that Local Governments and Administrations will be ready to contribute towards the expense involved, when it is known that this expense, under the arrangements now sanctioned, will be reduced to a minimum.

X6. It has also been proposed by the two Directors-General that, in order to remove friction and to facilitate the combined working, the Postal Department shall make no charge for postage, registration, etc., of articles on Telegraph service, and that all telegrams sent by the Post Office shall be considered as "on the service of the Telegraph Department," and transmitted without charge over the lines of the Telegraph Department, and of all Railway Telegraph systems. This proposal is approved by the Government of India, and may be carried into effect from such date as may be arranged by the two Departments.

Free transmission of—  
 (a) Telegraph letters and parcels by post;  
 (b) Postal Service messages.

## **PART II.—General instructions to divisional superintendents.**

X7. In accordance with the foregoing orders, all State telegrams tendered by Postal officials are accepted without payment and classed XT, T, or DT, as the case may be, and no fees are levied from postal officials for copies of the English mail steamer arrival report. Similarly no charge is made by the Postal Department for postage or registration within Indian limits of articles on the service of the Telegraph Department, which bear the usual frank and superscription "On Her Majesty's Service," with the words "On Telegraph Service" added—

Free transmission by post or telegraph.

nor is any commission charged for Inland money orders on the same service.

NOTE.—In the very rare cases when it is necessary to remit money on Telegraph Service by telegraph money order, such money order must be paid for just as if it were a private telegraph money order. It is not intended that recourse should be had to this method of remittance except under very special circumstances.

X8. At Post Offices connected by wire to Telegraph Offices, the Postmasters' agents for Postmasters perform the duties of a Telegraph Master: such Post Offices are called Postal Combined Offices (*vide* Rule 5 in Section II of the *Telegraph Guide*).

X9. At all Post Offices (except some Branch Offices) beyond the limits of the Telegraph system, the Postmaster is the agent of the Telegraph Department for the collection and despatch by post to the nearest Telegraph Office of paid<sup>1</sup> Inland telegrams: such Post Offices are called Postal Receiving Offices (*vide* Rule 6 in Section II of the *Telegraph Guide*).

Postmasters of outlying offices to act as agent for the collection and despatch by post of inland telegrams to the nearest telegraph office.

\* X10. Divisional Superintendents in reporting what Post Offices should be connected by wire to Government or other Telegraph Offices within the limits of their divisions, should mention in each case—

- (a) The name of the place to be connected.
- (b) The Government or other Telegraph Office to which it should be connected.
- (c) The length of line required to effect the connection.
- (d) Any reason for supposing that a fair amount of traffic will be obtained.
- (e) Any particulars as to the route of the line, whether a road exists between the two points, whether bullocks or bamboos are obtainable locally, and at what price, and any construction difficulties, such as large rivers, etc.
- (f) If in a Native State, the result of a reference to the Local Government, or Agent, Governor General, as to whether any objection exists either on the part of the Government or of the Native State concerned.
- (g) The proposals should be accompanied by a diagram (in traffic chart form) in illustration thereof, showing the circuits affected, up to, at least, the nearest departmental office. A tracing from a map of a scale of not

---

\* See also X67.

less than 32 miles to the inch should also be sent showing—

- (i) all the places referred to ;
- (ii) the existing lines (in red ink) ;
- (iii) the proposed lines (in red ink dotted) ;
- (iv) large rivers for which special arrangements exist, or have to be made.

- (h) Whether the telegraph requirements in the way of accommodation can be provided in the Postal buildings without necessitating any present or future building expenditure at the cost of the Telegraph Department.

Appendix No. 9, rule X 10, page 166—

*Add the following as sub-paragraph (i) :—*

- (i) Whether the new line will be an extension of, or a loop on, a guaranteed line. Distance of proposed office from nearest guaranteed office ; and whether traffic of the latter is likely to be affected (and, if so, to what extent) by the opening of the former.

No. 110.

In ordinary course, the following are the reports to be sent to the Director-General after he has sanctioned an office :—

- (1) Estimates for line.
- (2) Letter reporting beginning of line.
- (2) (a) Progress Reports when line is over 20 miles in length.
- (3) Letter reporting completion of line.

NOTE.—(2) and (3) are on no account to be delayed.

- (4) Deferred telegram (from office) to Director, Traffic Branch, reporting opening of office.
- (5) Completion report of line.
- (6) Completion report of office (through the Superintendent of Stores and Examiner).

X11 (a). When the decision of the Director-General to close a Combined Office, or to convert one into a Departmental Office, either

Routine to be adopted in closing a combined office or in converting such an office into a Departmental office.

temporarily or permanently, has been given, it is the duty of the Divisional Superintendent to at once communicate this decision to the Head of the Postal Circle, intimating at the same time the date on which the change will probably be carried out.

X12. Early notice must be given to a non-departmental Telegraph system whenever it is determined to connect any of its stations by wire with a Post Office.

### PART III.—Training postal employes.

**X13.** Divisional Superintendents are authorized, on the requisition of the head of a Postal Circle, to arrange for teaching signalling to a reasonable number of Postal employes, regard being had to the number of Combined Offices to be worked within the limits of each division, and a fair margin being allowed for casualties and extensions.

Divisional Superintendents to arrange for training Postal employes.

**X14.** The responsibility of selecting suitable men for instruction in telegraph work rests with the Postal authorities, and it has been arranged with the Director General of the Post Office that no man shall be selected to learn telegraphy—

- (1) who is over 25 years of age;
- (2) who has not a fair knowledge of English (*i.e.*, who cannot, when addressed in English, understand what is said to him, and who cannot write legibly and spell with ordinary correctness);
- (3) who, while under training, cannot attend for instruction regularly some three or four hours daily.

If after trial men are found not to answer these requirements, they should be removed from the class by the Divisional Superintendent, and the fact reported to the head of the Postal Circle.

**X15.** The Director-General of the Post Office having pointed out that it is desirable that Superintendents, Inspectors and other officers of the Postal Department should have opportunities to acquire an elementary knowledge of signalling and signal office routine, Divisional Superintendents are requested to admit to training classes any such officer who may be nominated by the heads of Postal Circles.

Opportunities of learning telegraphy to be given to Postal Supervising Officers.

It is desired to confine such tuition as far as possible to training classes; but instances may arise in which Postal officers may be prevented from attending at established classes, and to meet such cases, which will, it is hoped, be rare, Divisional Superintendents are authorized to allow them to attend at other offices on the understanding that they be not permitted to see telegrams in transmission, and that the necessary precautions be taken to ensure secrecy in this respect.

less than 32 miles to the inch should also be sent showing—

- (i) all the places referred to ;
- (ii) the existing lines (in red ink) ;
- (iii) the proposed lines (in red ink dotted) ;
- (iv) large rivers for which special arrangements exist, or have to be made.

- (4) Whether the telegraph requirements in the way of accommodation can be provided in the Postal buildings without necessitating any present or future building expenditure at the cost of the Telegraph Department.

NOTE.—Orders regarding estimates for such lines are given in Chapter I, paragraphs 58 and 59.

**X11.** When the Director-General's sanction to the opening of a Combined Office has once been given, it is the duty of the Divisional Superintendent, in communication with the head of the Postal Circle, to submit the necessary estimates and indents ; if necessary, to arrange for the training in signalling of the Postal employés concerned, and generally to arrange for opening the office without further reference to the Director-General.

In ordinary course, the following are the only letters or reports to be sent to the Director-General after he has sanctioned an office :—

- (1) Estimates for line.
- (2) Letter reporting beginning of line.
- (2) (a) Progress Reports when line is over 20 miles in length.
- (3) Letter reporting completion of line.

NOTE.—(2) and (3) are on no account to be delayed.

- (4) Deferred telegram (from office) to Director, Traffic Branch, reporting opening of office.
- (5) Completion report of line.
- (6) Completion report of office (through the Superintendent of Stores and Examiner).

**X11 (a).** When the decision of the Director-General to close a Combined Office, or to convert one into a Departmental Office, either temporarily or permanently, has been given, it is the duty of the Divisional Superintendent to at once communicate this decision to the Head of the Postal Circle, intimating at the same time the date on which the change will probably be carried out.

**X12.** Early notice must be given to a non-departmental Telegraph system whenever it is determined to connect any of its stations by wire with a Post Office.

### PART III.—Training postal employé's.

**X13.** Divisional Superintendents are authorized, on the requisition of the head of a Postal Circle, to arrange for teaching signalling to a reasonable number of Postal employé's, regard being had to the number of Combined Offices to be worked within the limits of each division, and a fair margin being allowed for casualties and extensions.

**X14.** The responsibility of selecting suitable men for instruction in telegraph work rests with the Postal authorities, and it has been arranged with the Director General of the Post Office that no man shall be selected to learn telegraphy—

- (1) who is over 25 years of age ;
- (2) who has not a fair knowledge of English (*i.e.*, who cannot, when addressed in English, understand what is said to him, and who cannot write legibly and spell with ordinary correctness);
- (3) who, while under training, cannot attend for instruction regularly some three or four hours daily.

If after trial men are found not to answer these requirements, they should be removed from the class by the Divisional Superintendent, and the fact reported to the head of the Postal Circle.

**X15.** The Director-General of the Post Office having pointed out that it is desirable that Superintendents, Inspectors and other officers of the Postal Department should have opportunities to acquire an elementary knowledge of signalling and signal office routine, Divisional Superintendents are requested to admit to training classes any such officer who may be nominated by the heads of Postal Circles.

It is desired to confine such tuition as far as possible to training classes ; but instances may arise in which Postal officers may be prevented from attending at established classes, and to meet such cases, which will, it is hoped, be rare, Divisional Superintendents are authorized to allow them to attend at other offices on the understanding that they be not permitted to see telegrams in transmission, and that the necessary precautions be taken to ensure secrecy in this respect.



X16. A Progress Report, in respect of Postal employés, should be submitted monthly to the Divisional Superintendent, and a copy to the head of the Postal Circle, showing date of commencement of training, progress made and, eventually, date of qualifying. It is considered that three months should suffice for qualifying under the standard given in X17 below, but under no circumstances should any Postal employ   be retained under tuition for more than four months without the special sanction of the Divisional Superintendent. Should the Divisional Superintendent at any time think that the progress of any learner is so unsatisfactory that he cannot qualify within the prescribed period, he should at once report the fact to the Postmaster-General or Deputy Postmaster-General.

X17. The original standard for Postal employés was fixed at sending and receiving (open and closed circuit) ten words per minute (after deductions as in chapter B, para 15) during trials of not less than five minutes' duration, the piece to contain 10 per cent. of figures.

With the concurrence of the Director-General of the Post Office, the above standard has been modified as follows :—

The standard is now fixed at sending sixteen and receiving (open and closed circuit) twelve words per minute (after deductions as in B 15) during trials of not less than five minutes' duration. The pieces must contain 10 per cent. of figures. This increased standard is not at present applicable to Burma (including Arakan), where the original standard continues in force.

Men who have already obtained certificates under the lower standard will not *be required* to pass the higher \*test, but as it will be an understood thing in the Postal Department that increase of pay and promotion will only be given to those men who can receive 12 and send 16 words a minute as above, and have obtained a certificate to this effect, it is to their interest to do so.

In case of men who have qualified under the lower standard and are not yet employed, inducement will be held out to them in the Postal Department to pass the higher standard by preference being given to men who have done so.

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\* See footnote to paragraph X40 of this Chapter.

X18. The employment, for sending and receiving telegrams in Combined Offices, of probationers and others who do not hold certificates is absolutely forbidden.

Uncertificated men not to be employed.

X19. The adjustment of instruments and the testing of an office in case of interruption should form part of the ordinary training of Postal probationers and certificates should not be given to men who have not qualified in these respects and in a thorough knowledge of the preparation and maintenance of batteries.

Testing in case of interruption

X20. The final examination of Postal employés must, as in the case of soldiers, be conducted by a Sub-Assistant Superintendent or higher officer.

Final examination.

In certain cases, however, where the Director-General's previous sanction has been obtained, and where the opening of an office would be delayed, a provisional certificate may be given by a Telegraph Master, and the final examination can take place at the convenience of the superior officer.

X21. When a Postal employé qualifies in Telegraphy, a certificate in the following form should be forwarded by the Divisional Superintendent to the Head of the Postal Circle concerned, no copy being given to the probationer :—

Certificate (Form X-1).

#### GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that\_\_\_\_\_

of the Postal Department, has been under a course of instruction in Telegraphy at the\_\_\_\_\_Telegraph Office; that he can read by ear \_\_\_\_\_ words open circuit and \_\_\_\_\_ words closed circuit, and can send \_\_\_\_\_ words per minute, Morse signals; that he is able to put up all the connections of the Morse instruments of the pattern used in the Indian Telegraph Department including a battery of the Minotto pattern, and that he can adjust a relay, a sounder and a bell, and test an office in case of interruption.

He has a sufficient knowledge of the rules and rates contained in the *Indian Telegraph Guide*.

He understands the rules for the transmission and delivery of messages, the keeping of the message registers, and the submission of message drafts and returns to the Check Office as laid down in the *Traffic Code*.

\_\_\_\_\_,  
*Superintendent of Telegraphs,*

\_\_\_\_\_*Division.*

*Dated*

18 .

X22. As soon as a Postal employé has qualified, the Divisional Superintendent should not permit him any longer to attend the class. Beyond informing the Postmaster-General that a man has qualified, it is unnecessary to make any arrangement for his return to Postal duty.

## PART IV.—Technical.

X23. Postal Combined Offices connected to a Departmental Office or to a Railway or canal system, of which the System of working. offices are supervised by this Department, will generally be worked on closed circuit, the batteries being placed in the departmental or supervised office in order that they may be looked after departmentally, but the Divisional Superintendent should exercise his discretion in selecting the particular method best suited to the requirements of each case.

X24. In cases where Combined Offices are worked on closed circuit, the battery should be disconnected as soon as all offices on the circuit have closed for the day.

Closed circuit batteries to be disconnected at night.

X25. Batteries in Postal Combined Offices should, if possible, be renewed from the nearest available source, so as to avoid keeping spare battery material in Postal Combined Offices.

Spare battery material not to be kept in Postal Combined Offices.

X26. As soon as all arrangements have been completed for opening a Postal Combined Office, a departmental Telegraph Master or Signaller should be deputed, at the least possible cost, to set up the instruments, and to open communication. He will also instruct the Postal signaller in the adjustment of

Departmental employé to be deputed to open Postal Combined Offices.

instruments and in testing the office for faults, and he will not leave till these matters are thoroughly understood. He should, if possible test the earth.

X27. Whenever messengers are specially sanctioned for Telegraph work, the Divisional Superintendent should arrange with the Postal authorities that it should be made their business to water earths, attend to batteries, and generally do such work as is done by messengers employed in Departmental Offices, and Inspecting Officers should see to this point.

X28. In his Circular No. 60 of 17th August 1886 the Director-General of the Post Office has given orders to the following effect :—

Postmasters or Sub-Postmasters on the occurrence of an interruption will, if no line-men be immediately available, send out the Telegraph messenger a short distance along the line, say, 4 or 5 miles, in view to his making such temporary repairs as may be necessary to restore communication, should he detect a fault on the line.

If on inspection the messenger finds that a wire has fallen off the post, he must replace it on the insulator; if a post has fallen down, he should engage coolies, dig a hole, and re-plant the post; if he find two wires in contact, he should separate them; if he find a wire broken, he should engage coolies and try to get the two ends to meet, and hook them together temporarily. If unable to restore communication, he should return, and report at once to the Postmaster the nature of the damage found, and the Postmaster will inform the Sub-Divisional Officer and the nearest line-man by an XT telegram.

X28a. Postmasters, Sub-postmasters, and clerks or signallers of the Postal Department, whether paid partially or wholly by the Telegraph Department are not to be ordered out on the line either to restore communication or to execute repairs, or to do line maintenance work of any kind whatever.

Postmasters, sub-postmasters, clerks or signallers not to be ordered out on lines.

## PART V.—Traffic.

X29. The rules given in Article 165 of the *Traffic Code* are to be adhered to in reporting the opening and closing of Postal Combined Offices.

Procedure to be adhered to in reporting the opening and closing of combined offices.

X30. The working hours of an office will generally be fixed at the time the office is sanctioned.

Working hours.

Generally the working hours of Postal Combined Offices will be as follows :—

- (a) If no signaller has been sanctioned and the Telegraph work is done by some member of the ordinary Postal staff, the business hours of the Post Office, as notified in the *Postal Guide*, but on Sundays and Post Office holidays the special working hours of 3rd class Departmental Offices, viz., from 7 to 9 A.M. and 4 to 6 P.M. (in accordance with the Director-General of Post Offices' Circular No. 196, dated 16th December 1884).
- (b) If one signaller is sanctioned, the same hours as 3rd class Departmental Offices, or such hours as the Divisional Superintendent, in consultation with the Postal authorities, and after due inquiry, may find best suited to meet the requirements of the business community.
- (c) If two or more signallers are sanctioned, the same hours as 2nd class Departmental Offices.

The working hours of a Postal Combined Office when first fixed, or on any subsequent alteration, must be reported to the Director, Traffic Branch, for insertion in the *Telegraph Guide*.

X31. If a telegram be presented at a Combined Office out of Telegraph business hours, but within Post Office hours, it must nevertheless, even should the official employed as signaller not be on the

Procedure to be followed when a telegram is presented at a combined office out of telegraph business hours but within Post Office hours.

premises, be accepted by the Postmaster or other officer in charge at the time under the Rules for Receiving Offices, and a receipt given at once to the person who tenders the telegram, on the understanding that it will be sent as soon as the office is open for Telegraph work. In such cases the Postmaster or other officer in charge should keep the telegram in his custody until handed over to the signaller. In every case in which a telegram is accepted during closed Telegraph hours, a note should be made as follows on the receipt granted to the sender:—"Telegraph Office closed: message will be sent when it opens at—(hour)" :—

- (a) Third class offices, except those specially exempted, are bound to open out at 8-30 P.M., and messages that have been accepted after the Telegraph branch is closed for the day should be disposed of at that hour.
- (b) It is not intended that messages should be accepted after the office is finally closed at night, even though a signaller may be living on the premises, unless they are

urgent messages in cases of life and death or of extraordinary emergency. Such messages must be sent from any office at any time. (*Vide* Rule 61, Section II, of the *Telegraph Guide*.)

X32. The relations of the Check Office with Combined Offices are the same as those with offices worked by employés of the Telegraph Department, with the exception that fines are not inflicted. Faults which, in the case of the ordinary Departmental Offices, would be punished by fine should be reported (through the Superintendent of the Division) to the Head of the Postal Circle for suitable notice. The Superintendent of the Division should be the ordinary medium of communication between the Check Office and the Combined Offices, and between the Check Office and the Heads of Postal Circles, as it is desirable that he should closely watch the working of each office.

X33. The monthly statistics of all the Combined Offices in the division are to be compiled in the form (Form Monthly traffic statistics. X2) given below, and should be submitted as soon as possible after the first day of each month. All the Combined Offices in the division should be mentioned (names being placed in alphabetical order), and if, at the time the return is submitted, the statistics of some offices have not been received, a remark to that effect should be placed opposite the names of such offices, and the information should be subsequently supplied in a return, in the same form, marked "Supplementary." In no case are the statistics of more than one month to be given in the same form.

The column "Revenue" must include *collections* on *Inland* telegrams (sent telegrams and telegrams received bearing) only, and collections on *foreign* telegrams are to be excluded. The total amount collected on *foreign* telegrams should be shown separately in the column headed "Remarks:" By 'collections' is meant all that is collected in the office, including reply paid deposits, express charges, etc. Divisional Superintendents get these statistics from their own Sub-Divisional Officers, who obtain them direct from the Postal Combined Offices in Form T27 (*Traffic Code*, Art. 260).

NOTE.—The value of Reply passes tendered in payment of telegrams is not to be included in the "Revenue" statistics, all such amounts having already been taken credit for at the stations where the deposits were made originally.

NOTE (a).—No free Telegraph or Postal service messages should be included in the columns "Sent No." and "Received No." of Telegrams.

Forin X2.

GOVERNMENT TELEGRAPH DEPARTMENT.

### Monthly Traffic Statistics of Combined Offices

Division \_\_\_\_\_ 18 .

[illegible]

N.B.—Nothing to be printed on this form. If space be insufficient, continue on another form. The names of offices are to be spelt as in the *Postal Guide*.

No. \_\_\_\_\_, dated \_\_\_\_\_ 18\_\_.

Forwarded to the Director-General of Telegraphs (Traffic).

*Superintendent.*

X34. Nothing should be included in the *statement of terminal payments* for which there is not a corresponding credit at the original station at which the message was booked, as announced in the official instructions. In other words, nothing is to be shown in this list, which has not been paid by the sender of the message (see Art. 257 III, IV, of the *Traffic Code*).

X35. Charges paid in Postal Combined Offices on account of Foreign messages must be adjusted by means of Telegraph Stamps (see Art. 67 II of the *Traffic Code*), and these stamps may be obtained either from the Treasury, or from the nearest Departmental Office, whichever may be most convenient.

If Telegraph stamps are not available, postage stamps should be used.

Appendix No. 9, rule X-35, page 174—

*Cancel the second clause of rule X-35 and substitute the following:—* at those originally

If telegraph stamps are not available, postage stamps may be used.

Foreign messages are, however, not to be accepted at any office until the employ  s have been examined by a Sub-Assistant Superintendent or higher officer and obtained a certificate in the form given below. A copy should be sent to the Divisional Superintendent.

## GOVERNMENT TELEGRAPH DEPARTMENT.

I have examined \_\_\_\_\_,  
of the Postal Department, and find he thoroughly understands the rules for charging for foreign telegrams, and the treatment of the same.

\_\_\_\_\_,  
*Superintendent.*

Dated \_\_\_\_\_ 189 .

X36a. As Bearing Press telegrams may be accepted at the Combined Offices named in Article 185II, *Traffic Code*, it is necessary that the Postal employ  s in those offices should understand the rules for dealing with such telegrams.

Combined offices may accept Bearing Press telegrams. Postal employ  s are required to understand rules for dealing with such telegrams.

An examination should be made by a Sub-Assistant Superintendent or higher officer, and a certificate (copy of which should be sent to the Divisional Superintendent) given in the following form :—

## GOVERNMENT TELEGRAPH DEPARTMENT.

I have examined \_\_\_\_\_  
of the Postal Department, and find he thoroughly understands the booking and treatment of Bearing Press telegrams.

\_\_\_\_\_,  
*Sub-Assistant Superintendent.*

Dated \_\_\_\_\_ 189 .

**PART VI.—Supervision and discipline.**

X37. All Postal employ  s, whether wholly or partially engaged in Telegraph duties, are under the sole control of their Postal superiors in matters of discipline. Cases involving discipline which may come to the notice of Telegraph officers in their supervision of the traffic and technical work of Combined Offices must be reported to the proper Postal authority. Although Postal officials who may deal with telegrams are technically "Telegraph officers" under the *Telegraph Act, 1885 (XIII of 1885)*, no criminal proceedings under this Act are to be taken against such officials by Telegraph officers. Should necessity arise, each case must be referred to the Head of the Postal Circle concerned, and reported to the Director-General of Telegraphs.

X37a. The responsibilities of Postmasters with regard to the conduct of Telegraph work in Postal Combined Offices are defined in Circular No. 53, dated Simla, 21st September 1888, of the Director-

Control of Postal employ  s engaged on Telegraph duties.

Responsibilities of postmasters for the conduct of telegraph work in combined offices.



General of the Post Office of India, which forms Appendix XVII of the Traffic Code.

X38. Except in traffic and technical details not involving questions of discipline, Telegraph officers are not to communicate direct or correspond with Postmasters or Postal Subordinates. Sub-Divisional Officers will usually correspond with Postal Superintendents on the business of Combined Offices, and in all more important matters the channels of communication will be the Superintendent of the Division and the Head of the Postal Circle.

X39. The entire Telegraph work of Postal Combined Offices is under the supervision of the Telegraph Department. They must be regularly inspected according to the instructions given in Chapter G, paragraphs 8 to 16 and 18 to 21, and all irregularities should be brought to the notice of the Head of the Postal Circle.

X39a. Departmental Offices control the traffic on Combined Office lines, and any orders issued to a Combined Office by a Departmental Office for the regulation of traffic must be implicitly obeyed.

X40. Chapter G paragraph 17, does not apply to Postal employés but when a Postal Combined Office is inspected, the inspecting officer must watch and report on the manner in which the sending and receiving of messages is done.\*

X41. The detailed inspection of Postal Combined Offices may be entrusted to qualified Inspecting Telegraph Masters and Inspecting Signallers, but their reports must be checked by the Sub-Divisional Officer before submission to the Divisional Superintendent; and also on the occasion of the first subsequent visit of the Sub-Divisional Officer.

X42. The instructions given in Chapter G, paragraph 63 will be followed but all officers of the Department will abstain from entering in the visiting book any remarks on the subject of increase to establishment, insufficiency of equipment, furniture or accommodation; all such representations should be made direct to Divisional Superintendents. They will also refrain from any remarks to which exception can be taken by the officers of the Postal Department, and which do not directly concern the way in which the Telegraph work is done.

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\* The inspecting officer will also examine in signalling any Postal employés who may have been reported by the Head of the Circle to be desirous of obtaining a certificate of qualification by the Higher Standard laid down in paragraph X 17.

## PART VII.—Equipment.

X43. Under Circular No. 1 (W) the equipments of Postal Combined Offices are sanctioned and modified, if necessary, by the Divisional Superintendent.

As a rule, the following should suffice for the equipment of a Combined Office with one instrument:—

Name.	No.	REMARKS.
Key, signalling . . . . .	1	Any pattern.
Sounder (Dubern's) . . . . .	1	Cheapest pattern.
Cover for ditto . . . . .	1	.....
Switch, S. T. D. . . . .	1	Only in an "Intermediate Office."
Couplings for two wires . . . . .	2	Not required where there is no battery.
Lightning discharger . . . . .	1	For one line in a terminal and for two lines in an "Intermediate Office."
Minotto cells—		
Clock . . . . .	1	If required. See X47.
Copper discs . . . . .	...	} Quantity according to requirements in each case; but see X25.
Jars, stoneware . . . . .	...	
Zinc discs . . . . .	...	
Sulphate of copper . . . . .	...	} As much as may be required for first fitting. No spare core allowed.
Hooper's core for office connexions . . . . .	...	
Do. do. earth leads . . . . .	...	
Knife, clasp . . . . .	1	.....
Pliers, cutting . . . . .	1	.....
Screw-driver $\frac{1}{4}$ " . . . . .	1	.....
Badge for peon . . . . .	1	} Not to be supplied if there be no separate Telegraph messenger; but see X49.
Belt, leather, with pouch, for peon . . . . .	1	
Box for message drafts . . . . .	1	With lock and key.
Box for forms . . . . .	1	See X48. To be made up locally.
Chair or stool . . . . .	1	See X48. To be bought locally.
Notice board . . . . .	1	See X50.
Table . . . . .	1	Small and cheap See X48.
Lantern . . . . .	1	See X46.
Chamois skin, piece . . . . .	$\frac{1}{2}$	See X54.
Padlock . . . . .	1	For box for forms. See X48.
Book, blank, foolscap, one quire . . . . .	1	For visiting book. See X42.
Eyelet-punching machine . . . . .	1	.....
File book, cover brown Holland, foolscap . . . . .	1	For statistics. See X33.
File book. $\frac{1}{2}$ foolscap . . . . .	1	For all stations telegrams.
Letter clips, vertical . . . . .	2	.....
Telegraph Guide . . . . .	1	Issued periodically.
Telegraph Act . . . . .	1	On sheet.
Traffic Code . . . . .	1	See X55.
Morse Signaller's Companion . . . . .	1	One copy.
Nomenclature des Bureaux* . . . . .	1	„

\* Only supplied to offices authorized to accept foreign telegrams and marked (f) in the *Telegraph Guide*.

When under Circular No. 1 (W), the equipment of both ends of the line is included in that of the Postal Combined Office, the above list must be modified accordingly.

### Appendix No. 9, rule X-43, page 178—

*Add the following at the end of rule X-43:—*

Applications for modification in the equipment of a combined office should be submitted by Sub-Divisional officers to the Divisional Superintendent in Form V-5 X, copies of which can be had on indent from the Superintendent of Stores.

No. 31. r wants

by letter or in any other form, and the necessary \_\_\_\_\_s will be made out under the orders of the Divisional Superintendent and passed by him.

Whenever stores are sent to a Combined Office, the carriage must be *prepaid*, but whenever they are sent from a Combined Office they must be sent *bearing*.

X46. Lamps are not required in third class offices, but a lantern may, in some cases, be sanctioned to provide Lamps, etc. for opening out at 5 A.M. and 8-30 P.M. (*Traffic Code*, Art. 162). The oil or candles required for this lantern will be paid for by the Postmaster as in X64.

X47. Clocks should only be sanctioned when a separate room has been set apart for telegraph work, or when there is no postal clock in the room in which telegraph work is performed. Under no circumstances are clocks to be purchased. When required they must be obtained on indent from the Superintendent of Stores.

X48. In most cases a small cheap table and a stool are all that is Furniture, necessary. Almirahs and battery stands are not considered necessary in Combined Offices. Forms and stationery can be kept in a box, which may be a packing case with hinges and a padlock. The battery can also be kept in a box or on a simple shelf. No new furniture will be indented for from the departmental Store depôt.

X49. It is desirable that every Telegraph messenger attached to a Combined Office should have a belt and badge. Badges for messengers. It is immaterial whether the badge is a telegraph or postal one. If spare telegraph badges be locally available, they should be supplied; otherwise, it is preferable to let the Postal Department procure them at the cost of the Telegraph Department.

X50. The Post Office Department will supply sign-boards for new offices with the inscription "Post and Telegraph Office," and Divisional Superintendents are authorized to debit half the cost to the Telegraph Department. (Director-General of Post Offices' Circular No. 246 of 3rd February 1886.)

X51. In new Postal Combined Offices, the postal date stamps will be used, and Divisional Superintendents are authorised to sanction the supply of a postal date stamp for telegraph work whenever the Post Office stamps are not available for the purpose, without inconvenience in postal work.

X52. In the case of existing Telegraph Offices, to be worked by the agency of the Postal Department, the following procedure will be followed as regards transfer of stores :—

Transfer of stores on a departmental becoming a Postal Combined Office.

- (a) Where there are sign-boards having the words "Telegraph Office," the additional cast iron letters to form the inscription "Post and Telegraph Office" should be indented for.
- (b) As regards furniture, anything absolutely necessary may be transferred.
- (c) No unnecessary item should be made over, but any surplus stock should be made over in preference to incurring expense in sending it elsewhere.
- (d) The Departmental defacing stamps should be made over, and used for defacing postage or Telegraph labels on telegrams.

X53. All Telegraph forms used in Combined offices are supplied by the Postal Department, at the cost of the Telegraph Department. As a rule, they are printed at the Postal Presses at Aligarh and Bombay. Passes for Reply Paid messages must, however, in all cases, be obtained by the Postal Department from the Contractor for Government of India Stock Forms. The arrangements to be made for the supply of Telegraph forms to Combined Offices thus rest entirely with the Postal Department.

Charges for printing forms must not be passed by Divisional Officers, but referred to the Director-General. Similarly, charges for eyelets and carbonic paper should be referred to him.

When under Circular No. 1 (W), the equipment of both ends of the line is included in that of the Postal Combined Office, the above list must be modified accordingly.

X44. In preparing indents for Combined Offices, Divisional Superintendents must bear in mind that the equipment list given in X43 above is intended merely as a guide. Indenting officers are held responsible that only absolutely necessary articles are asked for.

X45. Postal officials are not to be required to prepare indents for articles to be supplied by the Telegraph Department. They will express their wants by letter or in any other form, and the necessary indents will be made out under the orders of the Divisional Superintendent and passed by him.

Whenever stores are sent to a Combined Office, the carriage must be *prepaid*, but whenever they are sent from a Combined Office they must be sent *bearing*.

X46. Lamps are not required in third class offices, but a lantern may, in some cases, be sanctioned to provide for opening out at 5 A.M. and 8-30 P.M. (*Traffic Code*, Art. 162). The oil or candles required for this lantern will be paid for by the Postmaster as in X64.

X47. Clocks should only be sanctioned when a separate room has been set apart for telegraph work, or when there is no postal clock in the room in which telegraph work is performed. Under no circumstances are clocks to be purchased. When required they must be obtained on indent from the Superintendent of Stores.

X48. In most cases a small cheap table and a stool are all that is necessary. Almirahs and battery stands are not considered necessary in Combined Offices. Forms and stationery can be kept in a box, which may be a packing case with hinges and a padlock. The battery can also be kept in a box or on a simple shelf. No new furniture will be indented for from the departmental Store depôt.

X49. It is desirable that every Telegraph messenger attached to a Combined Office should have a belt and badge. It is immaterial whether the badge is a telegraph or postal one. If spare telegraph badges be locally available, they should be supplied : otherwise, it is preferable to let the Postal Department procure them at the cost of the Telegraph Department.

X50. The Post Office Department will supply sign-boards for new offices with the inscription "Post and Telegraph Office," and Divisional Superintendents are authorized to debit half the cost to the Telegraph Department. (Director-General of Post Offices' Circular No. 246 of 3rd February 1886.)

X51. In new Postal Combined Offices, the postal date stamps will be used, and Divisional Superintendents are authorised to sanction the supply of a postal date stamp for telegraph work whenever the Post Office stamps are not available for the purpose, without inconvenience in postal work.

X52. In the case of existing Telegraph Offices, to be worked by the agency of the Postal Department, the following procedure will be followed as regards transfer of stores :—

- (a) Where there are sign-boards having the words "Telegraph Office," the additional cast iron letters to form the inscription "Post and Telegraph Office" should be indented for.
- (b) As regards furniture, anything absolutely necessary may be transferred.
- (c) No unnecessary item should be made over, but any surplus stock should be made over in preference to incurring expense in sending it elsewhere.
- (d) The Departmental defacing stamps should be made over, and used for defacing postage or Telegraph labels on telegrams.

X53. All Telegraph forms used in Combined offices are supplied by the Postal Department, at the cost of the Telegraph Department. As a rule, they are printed at the Postal Presses at Aligarh and Bombay. Passes for Reply Paid messages must, however, in all cases, be obtained by the Postal Department from the Contractor for Government of India Stock Forms. The arrangements to be made for the supply of Telegraph forms to Combined Offices thus rest entirely with the Postal Department.

Charges for printing forms must not be passed by Divisional Officers, but referred to the Director-General. Similarly, charges for eyelets and carbonic paper should be referred to him.

X54. Articles of stationery, other than those included in the list in X43, will be found by Postmasters, who will receive a fixed allowance for the purpose.

Eyelets and carbonic paper are supplied by the Postal Department (Director-General Post Offices' General Orders Nos. 26 and 52 dated 26th August and 7th December 1886) at the expense of the Telegraph Department (but see X53).

Emery or glass paper (or cloth) on no account whatever is to be supplied to any Combined Office. Any now in stock should be removed.

Appendix No. 9, rule X-55, page 180—

*For this rule substitute the following:—*

X-55.—*Traffic Codes* required for use in Combined Offices, and those for supervising postal officers are supplied by indent on the Director-General of the Post Office, Calcutta.

No. 41.

or the accounting for, these or other saleable articles, required in Combined Offices.

X57. The *Indian Postal Guide* is supplied free of charge to the Government Telegraph Department and its purchase is hereby forbidden.

The book is distributed by the Superintendent of the Check Office, to whom all references on the subject should be addressed.

X58. Receipt should be obtained from the Postmaster of a Combined Office and recorded in the office (Sub-Divisional or signal) which has to keep the account for all articles supplied by the Telegraph Department. It must be clearly understood that every article, whether of furniture or of any other kind, whether supplied on indent, or purchased by this Department, or purchased by the Postal Department and debited, by sanction of the Director-General, to the Telegraph Department, remains the property of the latter, and that Divisional Superintendents are responsible for its custody, the same as in the case of the ordinary departmental offices. A list of all articles, belonging to the Telegraph Department should be entered in the visiting book of a Combined Office, and checked at each inspection; also the name of the office at which reserve instruments are kept. Divisional Superintendents should see that this is done in the case of all offices now open, whether lately transferred or new.

Appendix No. 9, rule X-58, page 180—

*Add the following at the end of rule X-58:—*

*An annual return of the following articles:—*

**X58a.** Whenever any article of equipment of a Combined Office becomes unserviceable or needs repair, the Replacement or repair of articles of equipment. Postal Superintendent will report the fact to the Sub-Divisional Officer of this Department, who will arrange for its being replaced or repaired.

**X58b.** A small reserve of instruments, generally not exceeding 10 Reserve of instruments. per cent., must be kept up in the Departmental Offices in which the store accounts of Combined Offices are included, and the Superintendent must satisfy himself that every Combined Office in his division knows exactly on what office it is dependent for borrowing instruments in cases of emergency.

**X58c.** When the Postal Official in charge of a Combined Office makes over charge, the list of articles belonging to the Telegraph Department referred to in paragraph 58 should be signed by both the relieving and relieved officials. The former should there and then note in the visiting book, before he signs his name, if any articles are missing or in an unsatisfactory condition. Failing to make such a note, he will be held to have received the articles correct.

## PART VIII.—Accounts.

**X59.** It has been arranged with the Director-General of the Post Office that the total payment agreed to be made by the Telegraph Department for the working of a Combined Office is to be a final and inclusive charge for the current service rendered by the Postal Department. All fixed sanctions in connection with the working of Combined Offices are treated as Postal Department sanctions, to be reduced by the lump sum debitable to the Telegraph Department. It follows that if a Postal signaller be temporarily withdrawn from any office for any purpose, such withdrawal will not necessitate any change in the lump sum debitable to the Telegraph Department.

**NOTE.**—A further debit is, however, accepted by the Telegraph Department for the extra expense or share of extra expense incurred under the note to Art. 162 of the Civil Service Regulations (2nd Edition) on account of the grant of privilege leave to Postal signallers wholly or partially paid by the Telegraph Department.

**X60.** Whenever an "allowance" to a Postmaster or clerk is sanctioned by the Director-General, it is on the understanding that the recipient is qualified in Telegraphy and holds the necessary certificate (X21). In all such cases the Divisional Officers should satisfy themselves on this point.



X54. Articles of stationery, other than those included in the list in X43, will be found by Postmasters, who will receive a fixed allowance for the purpose.

Stationery.  
 Envelopes and carbonic paper are supplied by the Postal Department (Director-General Post Offices' General Orders Nos. 26 and 52 dated 26th August and 7th December 1886) at the expense of the Telegraph Department (but see X53).

Emery or glass paper (or cloth) on no account whatever is to be supplied to any Combined Office. Any now in stock should be removed.

X55. *Traffic Codes* required for use in Combined Offices are supplied direct to each office by the Superintendent of the Check Office. Copies required for the use of Supervising Postal Officers are supplied only through the Director-General of the Post Office.

X56. *Telegraph Guides* for sale in Combined Offices are obtained by the heads of Postal Circles by indent on the Director-General of the Post Office, Calcutta. The Telegraph Department has nothing to do with the supply of, or the accounting for, these or other saleable articles, required in Combined Offices.

X57. The *Indian Postal Guide* is supplied free of charge to the Government Telegraph Department and its purchase is hereby forbidden.

The book is distributed by the Superintendent of the Check Office, to whom all references on the subject should be addressed.

X58. Receipt should be obtained from the Postmaster of a Combined Office and recorded in the office (Sub-Divisional or signal) which has to keep the account for all articles supplied by the Telegraph Department. It must be clearly understood that every article, whether of furniture or of any other kind, whether supplied on indent, or purchased by this Department, or purchased by the Postal Department and debited, by sanction of the Director-General, to the Telegraph Department, remains the property of the latter, and that Divisional Superintendents are responsible for its custody, the same as in the case of the ordinary departmental offices. A list of all articles, belonging to the Telegraph Department should be entered in the visiting book of a Combined Office, and checked at each inspection; also the name of the office at which reserve instruments are kept. Divisional Superintendents should see that this is done in the case of all offices now open, whether lately transferred or new.

Responsibility of Telegraph officers for care and custody of stores in Combined Offices.

X58a. Whenever any article of equipment of a Combined Office becomes unserviceable or needs repair, the Replacement or repair of articles of equipment. Postal Superintendent will report the fact to the Sub-Divisional Officer of this Department, who will arrange for its being replaced or repaired.

X58b. A small reserve of instruments, generally not exceeding 10 Reserve of instruments. per cent., must be kept up in the Departmental Offices in which the store accounts of Combined Offices are included, and the Superintendent must satisfy himself that every Combined Office in his division knows exactly on what office it is dependent for borrowing instruments in cases of emergency.

X58c. When the Postal Official in charge of a Combined Office makes over charge, the list of articles belonging to the Telegraph Department referred to in paragraph 58 should be signed by both the relieving and relieved officials. The former should there and then note in the visiting book, before he signs his name, if any articles are missing or in an unsatisfactory condition. Failing to make such a note, he will be held to have received the articles correct.

## PART VIII.—Accounts.

X59. It has been arranged with the Director-General of the Post Office that the total payment agreed to be made by the Telegraph Department for the working of a Combined Office is to be a final and inclusive charge for the current service rendered by the Postal Department. All fixed sanctions in connection with the working of Combined Offices are treated as Postal Department sanctions, to be reduced by the lump sum debitable to the Telegraph Department. It follows that if a Postal signaller be temporarily withdrawn from any office for any purpose, such withdrawal will not necessitate any change in the lump sum debitable to the Telegraph Department.

NOTE.—A further debit is, however, accepted by the Telegraph Department for the extra expense or share of extra expense incurred under the note to Art. 162 of the Civil Service Regulations (2nd Edition) on account of the grant of privilege leave to Postal signallers wholly or partially paid by the Telegraph Department.

X60. Whenever an "allowance" to a Postmaster or clerk is sanctioned by the Director-General, it is on the understanding that the recipient is qualified in Telegraphy and holds the necessary certificate (X21). In all such cases the Divisional Officers should satisfy themselves on this point.

X61. Applications have been frequently received from the Postal Department for the permanent employment of watermen at Combined Offices, on the ground that officers of the Telegraph Department have insisted on the daily or constant watering of the earth connexions. Requests of this sort should be made with much caution and with due regard to the circumstances of each case. The importance of this matter has in several cases been exaggerated, as it is obvious that on many of the short Combined Office circuits an earth of very low resistance is not absolutely essential. As a general rule (see X27), any watering necessary can be done by the men employed to deliver telegrams.

X62. An arrangement having been come to with the Director-General of the Post Office for the debit to the Telegraph Department of a fixed sum annually to cover travelling charges and transit pay of Postal employés whose movements are necessitated in connection with existing or newly-opened Combined Offices, or who are selected to learn Telegraphy, bills for such charges, if received, must not be passed by Divisional Officers, but referred to the Director-General.

No charges for *substitutes* for Postal employés selected to learn Telegraphy under X13 are debitable to the Telegraph Department, except in particular cases under a specific authority from the Director-General.

X63. The following rules which have been approved by the Director-General of the Post Office apply to the delivery of telegrams from Combined Office when there is no separate Telegraph messenger, or when the Telegraph messenger happens to be absent from the office on Telegraph delivery work when such messages are received. (See also article 129 VIII of the *Traffic Code*):—

- (a) In such cases if a postman or any other menial servant is not at hand to deliver messages to persons living within half a mile of the Combined Office, the Postmaster should arrange for their immediate delivery, at his own cost out of the allowance granted to him for contingencies. When the distance at which such messages have to be delivered is greater than half a mile, a special messenger may be employed, the charge for delivery being met from the permanent advance for contingencies in the case of a head office, and from office collections in the case of a sub or branch office.

- (b) On the 20th of each month the Postmaster will submit a memorandum (in the form attached) of the charges incurred during the past month to the Postal Superintendent, who, after examining and countersigning it, will return it to the Combined Office from which he received it, or to its head office if the Combined Office is a sub or branch office. A brief explanation should be given by the Postmaster in the memorandum of the cause of absence of the regular Telegraph messenger in any case in which a special messenger had to be engaged in his place.
- (c) The Postal Superintendent will be able to judge, from his knowledge of the work of the Combined Office, whether the charges for delivery could have been avoided, and must be careful to check any improper charges. He will be held responsible that no unnecessary or improper charges are admitted.
- (d) The expenditure incurred will be accounted for by the Combined Office, and its head office (if the Combined Office is a sub or branch office) in the same way as postal contingent charges. The head office should include the charges in the abstract Telegraph contingent bills and monthly not-payable Telegraph contingent bill.
- (e) The Comptroller, Post Office, will furnish the Examiner of Telegraph Accounts with a monthly schedule showing the charges incurred for delivery under this rule, and the Examiner of Telegraph Accounts will accept the charges as debitable to the Telegraph Department.

NOTE 1.—This rule does not apply to express or delivery charges which have been *prepaid by the sender*: such charges are entered in the statement of terminal payments, (Form  $\frac{T.}{13}$ ) and adjusted by the *Check Office* (*Traffic Code*, Art. 257 IV).

NOTE 2.—No charge may be incurred or passed for the delivery of any telegram at a greater distance than five miles from the Telegraph Office, unless such charge has been prepaid by the sender, in which case the charge will be entered in the statement of terminal payments (Form  $\frac{T.}{13}$ ). In all other cases of addresses beyond the delivery range, the telegrams must be treated as letters, and delivered as such in the ordinary course of Postal delivery.

*Combined Office for the month*

of  $I_{S,T}$ .

[illegible]

Forwarded to the Superintendent of Post Offices, \_\_\_\_\_ Division.

Dated \_\_\_\_\_ 189 .

*Postmaster.* No. 6.

X63A. The Comptroller, Post Office, furnishes the Examiner of Monthly accounts of payments on account of combined offices furnished by the Comptroller Post office to the Examiner of Telegraph accounts, Telegraph Accounts with monthly accounts with separate schedules for the following payments:—

- I.—Schedule of sanctioned charges for each Combined Office
- II.—Schedule of express charges for delivery of messages previously paid for.
- III.—Schedule of extra charges for delivery of messages.
- IV.—Schedule of pay of substitutes and travelling allowances, etc., of Postal officers deputed to learn Telegraphy.
- V.—Schedule of payments made by Post Offices on refund orders issued by Telegraph Check Office with the orders attached.
- VI.—Schedule of transit pay, travelling allowances, etc., of Postal Officers on transfers, of printing, and other miscellaneous charges.

X64. \*Divisional Superintendents are to arrange with the Heads of Postal Circles that, as in the case of ordinary offices, so in the case of Combined Offices no expenditure, except as provided in X63, be incurred by Postmasters on Telegraph account without the sanction of the former, as it has been found that various articles of furniture and also articles which should have been procured on indent have been purchased without reference to the Telegraph Department.

In respect of Combined Offices, the Divisional Officer's powers of sanction to purchase are the same as in the case of other offices, and the Examiner has been authorized to pass any items which appear in the Postal accounts and which are included in the Superintendent's monthly list of sanctions (Chapter R, para. 136).

It must, however, be remembered that no charges are to be incurred in the purchase of stationery and oil. Oil and such articles of stationery as are not supplied on indent (see X54) are paid for by the Postmasters themselves out of their contingent allowance.

For the present, with a view to watch the expenditure, a copy of the monthly list of sanctions (Chapter R, para. 136), *so far as it relates to Combined Offices*, should be submitted by the Divisional Officer to the Director-General.

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\* Divisional Superintendents should correspond direct with such Postal officials as may be named by the Head of the Postal Circle regarding articles to be supplied or purchased

In making the above arrangement with the Postal officials, the Divisional Officers will point out that, *as a General rule*, such things as are supplied to the ordinary offices on indent had better be obtained for Combined Offices from the Store Branch, and not purchased.

X65. When the working of an office is transferred to Postal agency, it must be treated as a closed office

*Disposal of imprest, etc., records, the cash and stamp imprests, post treasury, sent to the book, corre-*

Appendix No. 9, rule X65, page 186—

*Line 3: for s read as*

No. 47.

X66. The records in Combined Offices should be preserved for the period noted against each in the following list:—

NAME.	No. of years to be preserved.
Address Book . . . . .	3
Advice to sender of non-delivery (office copies) . . . . .	1
Calls for repetition and connected papers . . . . .	1
All Office copies of Service Telegrams . . . . .	1
Interruption Reports <i>for Offices</i> . . . . .	1
Invoices of Drafts (office copies) . . . . .	1
List of Undelivered Telegrams . . . . .	1
Local Number Slips . . . . .	1
Log Books . . . . .	1
Railway Transfer Advices and Receipts . . . . .	1½
Reply Passes (office copies) . . . . .	1
Traffic Statistics . . . . .	Permanently.
Visiting Book . . . . .	"

X67. With a view to reducing the delay and unnecessary correspondence that now sometimes take place in considering proposals or opening Combined Offices, the following rules, which have received the approval of the Director-General

Procedure to be followed in opening a Combined Office or for altering the working hours or establishment of an existing office.

of the Post Office, are issued, laying down the procedure to be generally followed : —

- I.—Before submitting any proposal to the Director-General for opening a Combined Office, or for altering the working hours or establishment of an existing office, the Divisional Superintendent should first communicate with the local Postmaster-General, or Deputy Postmaster-General (being the head of the postal circle concerned), and settle with him all details as to the practicability of the proposal, from a postal point of view, and the cost of the postal establishment involved.
  - II.—When a material agreement has been arrived at, the Divisional Superintendent should inform the head of the postal circle that he will submit the case complete to the Director General by whom it will be considered, and, if approved, communicated to the Director-General of the Post Office, in the usual course. The head of the postal circle will thus be enabled himself at the same time to represent the matter to the head of his department in a form ready for an immediate decision to be given.
  - III.—The same procedure will be followed in cases where the proposals originate with the head of the postal circle, as that officer, under instructions from the Director-General of the Post Office, will duly communicate with the Divisional Superintendent.
  - IV.—In the event of the Divisional Superintendent failing to come to an agreement with the head of the postal circle, he should state this in his report to the Director-General on the case, and explain clearly the point of difference, forwarding copies of any correspondence that may have passed.
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In making the above arrangement with the Postal officials, the Divisional Officers will point out that, *as a General rule*, such things as are supplied to the ordinary offices on indent had better be obtained for Combined Offices from the Store Branch, and not purchased.

X65. When the working of an office is transferred to Postal agency, it must be treated as a closed office as regards the cash and stamp imprests, which should be paid into the nearest treasury, the accounts closed by the transferring officer, and sent to the Divisional Superintendent, together with the cash book, correspondence, and such records as are no longer required.

X66. The records in Combined Offices should be preserved for the period noted against each in the following list :—

NAME.	No. of years to be preserved.
Address Book . . . . .	3
Advice to sender of non-delivery (office copies) . . . . .	1
Calls for repetition and connected papers . . . . .	1
All Office copies of Service Telegrams . . . . .	1
Interruption Reports <i>for Offices</i> . . . . .	1
Invoices of Drafts (office copies) . . . . .	1
List of Undelivered Telegrams . . . . .	1
Local Number Slips . . . . .	1
Log Books . . . . .	1
Railway Transfer Advices and Receipts . . . . .	1½
Reply Passes (office copies) . . . . .	1
Traffic Statistics . . . . .	Permanently.
Visiting Book . . . . .	"

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  - II.—When a material agreement has been arrived at, the Divisional Superintendent should inform the head of the postal circle that he will submit the case complete to the Director General by whom it will be considered, and, if approved, communicated to the Director-General of the Post Office, in the usual course. The head of the postal circle will thus be enabled himself at the same time to represent the matter to the head of his department in a form ready for an immediate decision to be given.
  - III.—The same procedure will be followed in cases where the proposals originate with the head of the postal circle, as that officer, under instructions from the Director-General of the Post Office, will duly communicate with the Divisional Superintendent.
  - IV.—In the event of the Divisional Superintendent failing to come to an agreement with the head of the postal circle, he should state this in his report to the Director-General on the case, and explain clearly the point of difference, forwarding copies of any correspondence that may have passed.
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## APPENDIX No. 10.

### RULES FOR RECEIVING OFFICES FOR TELEGRAMS.

#### CONTENTS

- |   |  |
|---|--|
| 1. Post offices authorised to receive telegrams.    | 12. Damaged stamps not to be accepted.                           |
| 2. Telegraph Guide.                                 | 13. Mode of affixing stamps.                                     |
| 3. Hours of business.                               | 14. Preparation of receipt for sender.                           |
| 4. Examination of telegrams presented for despatch. | 15. Entries in lower portion of form.                            |
| 5. Forms obtainable at post office.                 | 16. Entries in register of telegrams.                            |
| 6. Translation of telegrams.                        | 17. Despatch of telegrams.                                       |
| 7. Classification of telegrams.                     | 18. Telegraph offices to which telegrams are to be sent by post. |
| 8. Treatment of telegrams not classed by senders.   | 19. Delivery of telegrams to telegraph office.                   |
| 9. Application of charges.                          | 20. Remarks made on list of telegrams.                           |
| 10. Payment of charges.                             | 21. Obligation of secrecy.                                       |
| 11. Cancellation before transmission.               |  |



## Appendix No. 10.

### RULES FOR RECEIVING OFFICES FOR TELEGRAMS.

**1. Post Offices authorised to receive telegrams.**—All head and sub-offices, and such branch offices as may be specially selected by the Postmaster-General, are authorised to receive *inland* telegrams for transmission to a telegraph office. (See *Telegraph Guide*.) Foreign telegrams and press telegrams must not be accepted.]

**2. Telegraph Guide.**—The *Indian Telegraph Guide* is supplied to all the post offices named in rule 1. Section II contains the rules and rates for inland telegrams; and Section XII, the list of telegraph offices. The following additional rules and explanations are issued for the guidance of postmasters.

**NOTE.**—Throughout these rules *Postmaster* means the postal official entrusted with the duty of receiving telegrams under the same.

**3. Hours of business.**—Telegrams can only be received if presented at the post office during the hours fixed for reception of articles tendered for registration.

**4. Examination of telegrams presented for despatch.**—When a telegram is presented, the postmaster must examine it and see that the true signature and address of the sender are written at foot. He should count the words and require the sender to pay the charge for the number of words chargeable under the rules.

**5. Forms obtainable at Post Office.**—Telegrams should be written by the sender on the prescribed forms (Form F. A.), a stock of which is supplied to every post office. These forms must be given *gratis* to any person requiring them. If, however, a telegram is written on ordinary paper, it should be accepted and pasted on Form F. A.

**6. Translation of telegrams.**—If a telegram written in the vernacular is presented, the postmaster should transcribe it in English characters on a prescribed form and obtain the sender's signature to it; or, if desired, a vernacular telegram will be translated into the English language and written on the prescribed form, the sender's signature being similarly obtained to the translation. No charge will be made for either of these services.

**7. Classification of telegrams.**—The class to which a telegram belongs should be marked on it by the sender; *e.g.*, *Private*, *Ordinary*, *State*, *Deferred*, *etc.* All telegrams will be considered *Private*, unless marked *State* by the senders.

**8. Treatment of telegrams not classed by senders.**—If the sender of a telegram affixes stamps exactly sufficient to cover its cost under a particular class, it is to be considered as an indication of his wish to have it sent in that class. If the sender of a telegram tendered by his servant does not indicate how he wishes it classed, it will be sent as ordinary, if the money sent be sufficient to cover its cost in that class, otherwise as deferred.

**9. Application of charges.**—The following instructions will guide postmasters in counting the words that are chargeable in a telegram:—

Every word containing more than 15 letters is counted and charged for as two words.

*Example.*

Unconstitutional (16 letters) . . . . . 2 words.

Names of places and persons and titles are counted as written by the sender:—

*Examples.*

Golab Khan	. . . . .	2 words.
Golabkhan	. . . . .	1 word.
False Point	. . . . .	2 words.
Falsepoint	. . . . .	1 word.
Narayanamurti Rao	. . . . .	2 words.
Narayanamurtirao	. . . . .	2 words (16 letters).
Khan Bahadoor	. . . . .	2 words.
Khanbahadoor	. . . . .	1 word.

Compound words in common use may be charged as one word when so written.

*Examples.*

Rapeseed	. . . . .	1 word.
Sheepskin	. . . . .	1 word.
Cowhide	. . . . .	1 word.

Figures are charged for at the rate of five figures to a word: each group must be charged for separately: bars of division, or other signs, count each as a figure.

*Examples.*

1 word.	2 words.	1 word.	1 word.	1 word.	2 words.	1 word.
1298	6421129	89103	4720	2 8	2242-8	125-6
1 word.						
18½	= 10 words.					

Every telegram consists of three parts, *viz.* :—

*Part I (free).*

1. Class.
2. Office to.
3. Office from.
4. Number of words.
5. Date (day, hour and minute).
6. Official instructions (if any).

*Part II (free).*

1. Addressee's name.
2. Do. address.
3. Sender's name.

*Part III (charged for).*

The text or body of the telegram.

In the example given below, the words actually charged for are 25 in number: the words "R. P. one rupee" are free (see *Indian Telegraph Guide*) :—

*Example.*

Class D. P.		
To Delhi.	From Patna.....	} Part I (free).
Words.....	Day.....Hour.....Minute.....	
Official instructions—R. P. one rupee		
To Dawson & Co., Chowk .	. . . . .	} Part II (free).
From Johnson .	. . . . .	
[1]	[2][3] [4] [5] [6] [7] [8] [9][10]	
Sending 10,000 maunds in 5,000 bags marked PRXLNT,		} Part III (charged for)
[11]	[12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22]	
by 10-15 a.m. train 2nd. Price is 25 less 5 per cent.		
[23]	[24] [25].	
for cash. Receive.		
R. P. one rupee . . . . .		(Free).

**10. Payment of charges.**—The charge for a telegram can be paid wholly in cash, in postage stamps, or in telegraph stamps, or partly in cash and partly in stamps. Cash payments will be converted by the postmaster into stamps, which he will affix to the form in the proper place. Stamps not affixed by the sender must be affixed by the postmaster. Stamps of the highest suitable denomination must always be used, so that the smallest number of stamps possible may



be affixed to each telegram. After the stamps have been affixed, they must be defaced by the date stamp.

NOTE.—Service postage stamps cannot be recognised in payment of charges on State telegrams.

(a) "Reply passes" may also be accepted in payment for telegrams. A pass only covers the charge up to its value. Words over and above must be paid for, and the amount attached in stamps to the telegram. The acceptance of more than one pass in payment of one telegram is allowable, but the acceptance of one pass in payment of more than one telegram is not allowable. Passes cannot be accepted in payment of reply deposits and delivery charges, which must always be paid in cash or stamps.

(b) No pass can be accepted unless presented within two months from date of issue. A pass issued at any telegraph office (departmental, combined, or railway), must be accepted at any post office at which tendered within the prescribed time. A pass for a reply to a foreign telegram cannot be used in part payment of an inland telegram.

(c) To a telegram paid for, wholly or in part, by a reply pass, the pass must be attached by gum applied along the back of the form in such a way that only about half an inch of the top back edges of pass and form adhere to each other.

(d) A reply pass attached to a telegram must also be defaced with the office name and date stamp. Thus, every pass attached to a sent telegram will bear the impression of (1) name and date stamp of telegraph office of issue; and (2) name and date stamp of post office at which the pass is accepted.

**11. Cancellation before transmission.**—When a telegram is cancelled at the request of the sender (see *Indian Telegraph Guide*), the word *cancelled* must be written across it and signed by the sender, or, if the request to cancel be made by letter, the letter must be attached to the telegram. If the stamps on the telegram have not been obliterated, the charges paid, whether in cash or stamps, less a fee of four annas, should be returned to the sender, any stamps supplied by the office being replaced in the imprest. The message so cancelled, with a four-anna stamp affixed to it and defaced by the date stamp, should be included in the Register of telegrams, and should be treated according to the instructions given in Rule xvii, Despatch of telegrams.

**12. Damaged stamps not to be accepted.**—Stamps which have been cut, defaced or damaged, cannot be accepted. The postmaster will be held responsible for the careful examination of stamps affixed to telegrams by senders.

**13. Mode of affixing stamps.**—Stamps should invariably be affixed to the space provided on the *front* of the form on which the telegram is written, and none on the back unless the space is insufficient. If the telegram is not written on Form F. A., the stamp should be affixed to the blank form to which the paper containing the telegram is pasted. If the sender, through ignorance, has affixed stamps to the upper portion of the form intended for the receipt, that portion of the form should not be used or cut off, but the receipt should be prepared on the receipt portion of another form which should be cut off and handed to him.

**14. Preparation of receipt for sender.**—The postmaster should make the following entries in the upper or receipt portion of the form of telegram, *vis.* :—

- (1) Class.
- (2) Monthly number (taken from the register of telegrams).
- (3) Name of office to which the telegram is addressed.
- (4) Amount charged.

He should then cut off this upper portion, and, after affixing his initials and the date stamp, hand it to the sender

**NOTE 1.**—If telegraph stamps are used in *full* payment, their upper halves are to be cut off with the receipt. If telegraph stamps are only tendered in *part* payment, they must be attached whole to the message form, as if they were postage stamps, and an unstamped receipt only given to the sender. Postmasters must take care to deface both the upper and lower halves of every telegraph stamp separately with the date stamp.

**NOTE 2.**—When a telegram is paid for by a Reply pass, the receipt should be erased—Pass for Rs. ... paid for at (*name of office of origin and initials of Railway, if any*). Paid for excess words (*if any*) Rs. ....

**15. Entries in lower portion of form.**—The postmaster should make the following entries in the lower portion of the form, immediately below the perforated line, *vis.* :—

- (1) Class.
- (2) Monthly number, as entered on the receipt.

He should then impress the date stamp.

**16. Entries in register of telegrams.**—Particulars of telegrams tendered for transmission should be entered at once in the register of telegrams (Form T-2) *vis.* :—

- (1) Date.
- (2) Number.—(All telegrams should be numbered in a consecutive series, commencing from the 1st of each month.)
- (3) Name of office to which the telegram is addressed.
- (4) Class (*i.e.*, Private or State).
- (5) Whether Deferred, Ordinary or Urgent.
- (6) Amount charged.
- (7) Remarks.

The registers of the sub and branch post offices should, on the first day of the month following that for which they are kept, be forwarded in original, with the daily account, to the head office direct, or, in the case of branch offices in account with sub-offices, through the sub-office (a note being made in the space for remarks in the daily account). The registers received from the sub and branch offices should be filed in the head office, together with the register kept in the head office, if it is not a combined office.

(a) From these registers the postmaster of the head office should, as soon as possible after the 31st March of each year, prepare a statement showing—

- (1) The names of post offices other than combined offices (so far as the head office and its sub and branch offices are concerned) at which telegrams were booked during the past year.
- (2) The total number of telegrams booked at each office.
- (3) The total amount realised at each office on telegrams booked.

The statement should be totalled and submitted without delay to the Postmaster-General.

(b) The registers should not be destroyed till they are 15 months old.

**17. Despatch of telegrams.**—The telegram should be entered in a list of telegrams (Form T-3), containing the number and office of destination of, and the value of stamps affixed to, each telegram, and should be placed, together with the list, in a telegraph envelope (Form T-4) addressed to the telegraph office. The telegraph envelope should be forwarded as a registered letter to the post office situated at the telegraph station, a note being made at foot of the registered list. But if the despatch of the telegraph envelope as a registered letter is likely to lead to delay in disposal of the telegram,—for instance, where an outgoing mail is timed to arrive at night at a telegraph station, or long before the hour of delivery, or if there should be no post office at the telegraph station,—the telegraph envelope should be placed in a telegraph bag (made of drill cloth, dyed, blue), which should be sent loose, and treated as an unusual mail.

**18. Telegraph Offices to which telegrams are to be sent by post.**—Every post office referred to in rule I will be supplied by the Superintendent, or by the Postmaster-General, if the post office be a first class disbursing office, with a memorandum of instructions, showing the telegraph office or offices to which it should transmit

telegrams, and specifying by what despatches of mails telegrams should be forwarded, and whether the telegraph envelopes should be sent in the registered bag or in a telegraph bag.

**19. Delivery of telegrams to Telegraph Office.**—In the post office of receipt, when the mails are opened for delivery, the telegraph envelope should be made over to the postman for delivery at the telegraph office. The telegraph master will, after comparing the contents of the envelope with the enclosed list, stamp the list and return it to the postman, who will take it back to the post office, where it should be filed with the registered list or mail list in which it is noted. When a telegraph bag is received, arrangements should be made for its immediate delivery at the telegraph office, where the list will be stamped and returned with the empty bag to the messenger.

**NOTE 1.**—If a telegram is tendered at a post office situated at a telegraph station, it should be placed with the usual list in a telegraph envelope, and delivered at the telegraph office at the next delivery. Where, however, the post office and the telegraph office are situated near each other, the postmaster should warn senders of telegrams of the delay likely to occur and recommend them to take their telegrams at once to the telegraph office. Should a person, notwithstanding this warning, desire to book a telegram at the post office, his wish should be complied with. In cases when the post and telegraph offices are in the same building, it is desirable that the postmaster should not receive telegrams unless the telegraph office is closed at the time the telegram is tendered.

**NOTE 2.**—In railway telegraph offices, which are not supplied with date stamps, the list will be signed and dated by the officer in charge.

**20. Remarks made on list of telegrams.**—If any error be detected in a list of telegrams,—for example, if insufficient stamps be affixed to a telegram (in which case the undercharges are recovered from the addressee—See *Telegraph Guide*), or if a telegram invoiced in the list be not received, or if a number be wrongly quoted, or be not in the consecutive series,—the telegraph master will note the irregularity on the back of the list. If any remarks are made by the telegraph office on a list of telegrams, a copy of such remarks should be sent by first mail by the local post office to the post office from which the list was received.

**21. Obligation of secrecy.**—All post office employés entrusted with telegraph work are *Telegraph Officers* under Act 1885 (XIII of 1885). Under this Act violation of secrecy in respect to telegrams renders them liable to fine, or to imprisonment not exceeding three years, or to both. It is a violation of secrecy to mention that a message has been despatched by any particular person or firm.



## APPENDIX No. 11.

### RULES RELATING TO SECURITY REQUIRED FROM POSTAL SERVANTS.

#### CONTENTS.

- |   |  |
|---|--|
| 1. Security to be taken from postal servants.<br>2. Nature of the security.<br>3. Security deposited in cash on Government Promissory | 14. Manner of crediting deductions from pay to security deposit accounts in the case of Imperial establishment<br>15. Manner of crediting deductions from pay to security deposit accounts in the case of Imperial establishment |
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Contents of Appendix No. 11, page 199—

Item 3:—*Line 2: correct on to or*

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| missed.<br>6. Amount of the security.<br>7. Security to hold good on promotion.<br>8. Examination of bonds executed by officials who have deposited security in cash or Government Paper.<br>9. Signatures of sureties to be affixed in presence of a postal officer.<br>10. Enquiries as to the solvency of persons offering themselves as sureties.<br>11. <del>Annual enquiries regarding sureties to be made by postmasters.</del> <i>Death, insolvency, or withdrawal of sureties.</i> | security.<br>17. Delivery of Promissory Note out of custody and realisation of their value.<br>18. Alteration of the form security.<br>19. Disposal of cancelled bonds.<br>20. Procedure when an officer dies or leaves the Department.<br>21. Security of professional money-lenders not allowed.<br>22. Penalty for not furnishing security.<br>23. Extra Departmental Agent.<br>24. Bonds furnished by a treasurer roughly responsible in |
|---|--|

Appendix No. 11, table of contents, page 199—

*Item 11: for Annual enquiries regarding sureties to be made by postmasters substitute Death, insolvency, or withdrawal of sureties.*

No. 111, 112



## Appendix No. 11.

### RULES RELATING TO SECURITY REQUIRED FROM POSTAL SERVANTS.

1. Security to be taken from postal servants.—Owing to their pecuniary and other responsibilities, the following classes of postal servants are required to give security for the faithful discharge of their duties :—

- (a) Deputy and Assistant Postmasters (except those in Presidency offices).
  - (b) Sub and Branch Postmasters, including candidates for acting Sub and Branch Postmasterships.
  - (c) Clerks, including candidates for acting clerkships, probationers (paid and unpaid) and signallers in post offices.
  - (d) Record clerks
  - (e) Accountants
  - (f) Sorters and mail guards
  - (g) Probationers (paid and unpaid)
- } of the Railway Mail Service.
- (h) All officials who are specially required to convey or escort cash from one office to another, or to and from the Treasury or Sub-treasury.
  - (i) Postmen and village postmen (including candidate and acting postmen and village postmen).
  - (j) Overseers, cash peons, and mail peons, *other than those of the Railway Mail Service.*

Appendix No. 11, rule 1, page 201—

*Item (j) : strike out the fullstop after mail peons and insert (other than mail peons of the Railway Mail Service).*

No. 111.

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NOTE 1.—Postal servants of the classes from which security is required, who had not less than ten years' service at the time when they were brought under the operation of the security rules, are not obliged to furnish security; but they must give security before they can obtain any permanent promotion or increase of pay. Postal servants of the same classes, who had less than ten years' service at the time they were brought under the operation of the security rules and who have





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  - (e) Accountants
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  - (g) Probationers (paid and unpaid)
- } of the Railway  
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- (h) All officials who are specially required to convey or escort cash from one office to another, or to and from the Treasury or Sub-treasury.
  - (i) Postmen and village postmen (including candidate and acting postmen and village postmen).
  - (j) Overseers, cash peons, and mail peons *of the Railway Mail Service*
  - (k) Mail coachmen and bullock train guards on lines to which the security rules have been or may be applied by the Postmaster-General.

In no case does the fact that an officer has to give security under these rules affect his obligation to subscribe to the Post Office Guarantee Fund under the rules in force for that fund.

NOTE 1.—Postal servants of the classes from which security is required, who had not less than ten years' service at the time when they were brought under the operation of the security rules, are not obliged to furnish security; but they must give security before they can obtain any permanent promotion or increase of pay. Postal servants of the same classes, who had less than ten years' service at the time they were brought under the operation of the security rules and who have

not furnished security, will be debarred from any promotion, acting or permanent, until the security is furnished; and if any such postal servant should fail to furnish security within three months from the date of publication of these rules, the Head of the Circle may also stop any portion of his pay not exceeding one-half, while he is on duty, or place him on any leave (including leave without pay) to which he may be entitled, until the security is furnished.

**NOTE 2.**—The words "Sub and Branch Postmasters" mean and include only Sub-Postmasters and Branch Postmasters who are solely in the service of the Postal Department, and not Sub-Postmasters or Branch Postmasters who have any other recognised occupation or employment. As regards extra departmental agents, see rule 23.

**2. Nature of the security.**—The security given must be in one of the following forms:—

- (1) A security deposit of cash in the Post Office Savings Bank.
- (2) A security deposit of Government Promissory Notes.
- (3) A personal bond with two sureties.

**NOTE.**—If the security is in the form of a security deposit in the Savings Bank, it may be deposited by the officer himself or by any other person or persons on his behalf.

**3. Security deposited in cash or Government Promissory Notes.**—The first two forms of security mentioned in the preceding rule may be combined. Under the general rules relating to security deposit accounts in the Post Office Savings Bank, the balance of such an account may never exceed Rs500. It will not be possible, therefore, when the amount of the security required exceeds Rs500, to adopt only the form of savings bank deposit; but the security deposited in such a case must be either wholly in Government Paper, or made up partly by a cash deposit in the Savings Bank, and partly by a deposit of Government Paper.

II. When an officer furnishes security in one or other of the forms (1) and (2) referred to above, or in both together, it will not be necessary for him to deposit the whole amount required at once.

He may, to begin with, deposit (either in cash or in Government Paper) a sum less than the amount required, and the balance of the security may be contributed from the Savings Bank account.

Appendix No. 11, rule 3, page 202—

11.—Line 5: for half substitute one-third

for one-fourth substitute one-sixth

No. 142, postal servant

balance of the account amounts to such a sum that the addition of another instalment would raise it above the limit of Rs500, the balance or a sufficient portion of it should be withdrawn for the purchase of Government Paper through the Post Office, so as to admit of the

deposit of further instalments to credit of the account. The Government Paper so purchased must be deposited as security in place of the sum withdrawn from the account. Interest on the security deposit will be added to the principal until the full amount of security required has been reached, after which the interest will be paid to the depositor.

IV. Security deposit account must be pledged to the Head of the Circle in which the officer is serving; and in addition to the security deposit form prescribed by the Savings Bank rules, the officer must execute a bond in the form (appended to these rules) appropriate to the case.

V. Government Paper deposited as security must be endorsed and made over to the Head of the Circle in which the officer is serving (see rule 16). If the Government Promissory Notes to be deposited are to be purchased through the Post Office, or if they are already in the custody of the Comptroller General, the officer must obtain delivery of them for this purpose. He must also execute a bond in the form (appended to these rules) appropriate to the case.

NOTE.—In the case of candidates and unpaid probationers who desire to furnish security in cash or Government Paper, or in both together, the whole amount must be deposited at once.

4. **Personal bonds.**—When an officer elects to furnish security by means of a personal bond with two sureties, the bond to be executed must be in the form (appended to these rules) appropriate to the case; and the sureties must not be in the service of the Postal Department or dependent on any postal servant.

NOTE.—It is not intended that those officers who have furnished security in the form of a personal bond with one surety, and whose bonds have been accepted as satisfactory, should be required to change the bonds for any of the forms of security prescribed in rule 2; but if for any reason fresh security is required, it must be in one of the forms prescribed in that rule. Under the special orders of the Postmaster-General a personal bond with one surety may however be accepted in exceptional cases.

5. **Execution of a fresh bond necessary in the case of the reinstatement of a postal servant after he has been dismissed.**—If a postal servant who has furnished a personal security bond is reinstated after he has been dismissed, he should, when reinstated, be required to furnish a fresh personal security bond, as the dismissal operates as a cancelment of the bond previously obtained from him.

Similarly, fresh security must be furnished by any person who, after resigning his appointment or after his services have been dispensed with for any cause, including the abolition of his appointment, is re-employed, even temporarily, in an appointment in which security is required.

not furnished security, will be debarred from any promotion, acting or permanent, until the security is furnished; and if any such postal servant should fail to furnish security within three months from the date of publication of these rules, the Head of the Circle may also stop any portion of his pay not exceeding one-half, while he is on duty, or place him on any leave (including leave without pay) to which he may be entitled, until the security is furnished.

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**II.** When an officer furnishes security in one or other of the forms (1) and (2) referred to above, or in both together, it will not be necessary for him to deposit the whole amount required at once. He may, to begin with, deposit (either in cash or in Government Paper, or in both together) any sum which is not less than ~~half~~ the amount of the security required, and make up the balance by contributions of not less than one-fourth of his pay, to be deducted from his pay and credited to a security deposit account in the Savings Bank.

**III.** In the case of a security deposit account of a postal servant to which sums are added by instalments, when the balance of the account amounts to such a sum that the addition of another instalment would raise it above the limit of Rs500, the balance or a sufficient portion of it should be withdrawn for the purchase of Government Paper through the Post Office, so as to admit of the

deposit of further instalments to credit of the account. The Government Paper so purchased must be deposited as security in place of the sum withdrawn from the account. Interest on the security deposit will be added to the principal until the full amount of security required has been reached, after which the interest will be paid to the depositor.

IV. Security deposit account must be pledged to the Head of the Circle in which the officer is serving ; and in addition to the security deposit form prescribed by the Savings Bank rules, the officer must execute a bond in the form (appended to these rules) appropriate to the case.

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Similarly, fresh security must be furnished by any person who, after resigning his appointment or after his services have been dispensed with for any cause, including the abolition of his appointment, is re-employed, even temporarily, in an appointment in which security is required.

**6. Amount of the security.**—The amount of the security shall in the case of all classes of postal servants, with the exception of those mentioned in clauses (h), (i), (j), and (k) of rule 1, be twenty times the officer's monthly pay at the time the security is furnished: provided always that the amount of the security shall not, in any of these cases, be less than R300: and provided also that, in the event of fresh security being required, the amount shall not exceed the amount of the original security. The amount of the security to be furnished by candidates and unpaid probationers shall be R300.

II. The amount of the security in the case of head postmen shall be R500. In the case of overseers, cash peons, and others, who are specially required to convey or escort cash, either between post offices or between a head office and a treasury or sub-treasury, the amount of the security shall also be R500; and in the case of postmen, village postmen, mail coachmen, mail peons, and bullock train guards, it shall be R250.

NOTE.—Postmen or others attached to sub-offices, who may be required to convey or escort cash between a sub-office and a sub-treasury, need not furnish security for more than R250, but in no case should they be entrusted with a larger sum of money than R600 at a time.

**7. Security to hold good on promotion.**—A person who has once given satisfactory security will not be called on to give further security when promoted to a higher grade; but when an officer who has furnished security for a sum less than R500 is appointed to a post in which he has to convey or escort cash between post offices or to or from a head office and a treasury or sub-treasury, he will be required to furnish further security so as to bring the total up to R500. Although the responsibility of a postal servant may be increased on his promotion, his additional service in the Department and the longer experience of his character and career are held as equivalent to the additional security that would be required and taken from a man newly appointed to the same post from outside the Department.

II. The security given by Deputy and Assistant Postmasters, Sub-Postmasters, and clerks promoted to be Postmasters, holds good on

Appendix No. 11, rule 7, page 204—

*Para. 11.—Line 2: after promoted to be Postmasters insert*

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No. 48.

does within one month, and on his return to his  
appointment.

**8. Examination of bonds executed by officials who have deposited security in cash or Government Paper.**—In the case of security deposited in cash or Government Paper, or in both forms together, the Superintendent must examine the bond executed and see that it is in the correct form and that it has been properly executed. He must also satisfy himself (a) that the amount deposited to begin with, whether in cash or in Government Paper, or in both together, is in accordance with the provisions of rule 3; (b) that in the case of a cash deposit, the Savings Bank pass-book has been delivered over into the custody of the postmaster by whom the officer's pay is drawn (see rule 13); and (c) that in the case of a deposit of Government Paper, the Promissory Note or Notes have been endorsed and delivered over to the Head of the Circle (see rule 16).

II. When the Superintendent has examined the bond and satisfied himself on the points mentioned above, he should write on the bond a certificate in one of the following forms, as the case may require :—

(When the whole amount of the security is deposited at once).—"Certified that this bond has been examined and found in order; and that I have satisfied myself that the amount of the security required, R\_\_\_\_\_, has been deposited (R\_\_\_\_\_ in the

(When the firm has been examined R\_\_\_\_\_ has been Bank and R\_\_\_\_\_ required, must be subject."

Appendix No. 11, rule 8, page 205—

*Form of certificate under para. II.—Line 3: omit between the words has and been*

No. 49.

The Superintendent should sign the certificate, adding his designation and the date, and then send the bond for custody to the postmaster by whom the officer's pay is drawn.

NOTE.—In the case of security furnished by officers employed in first class head offices the postmaster must perform the duties assigned to the Superintendent by this rule.

**9. Signatures of sureties to be affixed in presence of a postal officer.**—When security is furnished in the form of a personal bond, the signatures of the sureties must be affixed to the bond in the presence of a postal officer other than the principal and above the rank of postman. The postal officer and two other witnesses must sign the bond in evidence of having witnessed the signatures of the sureties.

**10. Enquiries as to the solvency of persons offering themselves as sureties.**—Before any personal bond is accepted, the Superintendent must, either personally or through an Inspector, make such enquiries as may be necessary to satisfy himself that the sureties are substantial persons, able, without doubt, to make good the sum in



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II. The security given by Deputy and Assistant Postmasters, Sub-Postmasters, and clerks promoted to be Postmasters, holds good on their promotion.

**NOTE**—A postal servant belonging to a class from which security is not taken should not, if it can be avoided, be appointed to act for any length of time in an appointment belonging to a class from which security is taken, unless he has furnished security. If, in an emergency, the officer appointed to act has not furnished security, he should be required to furnish it in accordance with these rules within one month, and on his failure should be removed from the acting appointment.

**8. Examination of bonds executed by officials who have deposited security in cash or Government Paper.**—In the case of security deposited in cash or Government Paper, or in both forms together, the Superintendent must examine the bond executed and see that it is in the correct form and that it has been properly executed. He must also satisfy himself (a) that the amount deposited to begin with, whether in cash or in Government Paper, or in both together, is in accordance with the provisions of rule 3; (b) that in the case of a cash deposit, the Savings Bank pass-book has been delivered over into the custody of the postmaster by whom the officer's pay is drawn (see rule 13); and (c) that in the case of a deposit of Government Paper, the Promissory Note or Notes have been endorsed and delivered over to the Head of the Circle (see rule 16).

II. When the Superintendent has examined the bond and satisfied himself on the points mentioned above, he should write on the bond a certificate in one of the following forms, as the case may require :—

*(When the whole amount of the security is deposited at once).*—"Certified that this bond has been examined and found in order; and that I have satisfied myself that the amount of the security required, R \_\_\_\_\_, has been deposited (R \_\_\_\_\_ in the Post Office Savings Bank and R \_\_\_\_\_ in Government Paper)."

*(When the first deposit is only part of the security).*—"Certified that this bond has been examined and found in order; and that I have satisfied myself that R \_\_\_\_\_ has been deposited as a first deposit (R \_\_\_\_\_ in the Post Office Savings Bank and R \_\_\_\_\_ in Government Paper). R \_\_\_\_\_, the balance of the security required, must be recovered by instalments in accordance with the rules on the subject."

The Superintendent should sign the certificate, adding his designation and the date, and then send the bond for custody to the postmaster by whom the officer's pay is drawn.

NOTE.—In the case of security furnished by officers employed in first class head offices the postmaster must perform the duties assigned to the Superintendent by this rule.

**9. Signatures of sureties to be affixed in presence of a postal officer.**—When security is furnished in the form of a personal bond, the signatures of the sureties must be affixed to the bond in the presence of a postal officer other than the principal and above the rank of postman. The postal officer and two other witnesses must sign the bond in evidence of having witnessed the signatures of the sureties.

**10. Enquiries as to the solvency of persons offering themselves as sureties.**—Before any personal bond is accepted, the Superintendent must, either personally or through an Inspector, make such enquiries as may be necessary to satisfy himself that the sureties are substantial persons, able, without doubt, to make good the sum in

which they are bound by the bond, and, whenever practicable, these enquiries should be made by the Superintendent through the local revenue authorities. When the Superintendent or Inspector has thus satisfied himself, he must draw up, in each case, a memorandum to be attached to the bond, showing, in detail, the nature and results of his enquiries. The Superintendent should then write on the margin of the bond the words "Sureties satisfactory as per memorandum annexed," add his signature, office, and the date, and forward the bond to the postmaster by whom the pay of the principal is drawn.

**NOTE 1.**—This rule applies also to personal security bonds executed by officials employed in first class head offices when the sureties live outside the station; when the sureties live within the station, the postmaster must himself make the necessary enquiries, record their nature and result in a memorandum to be attached to the bonds, and write the prescribed endorsement on the bonds.

**NOTE 2.**—When the sureties reside outside the division of the Superintendent by whom the bond is to be attested, the bond should be sent to the Superintendent of the division in which the sureties reside: if the sureties reside in different divisions, the bond should be sent to each Superintendent in whose division a surety resides. The Superintendent to whom the bond is sent will have it executed by the surety or sureties, write on the reverse a remark certifying, if the result of his enquiries is satisfactory, that the surety or sureties are satisfactory after the memorandum referred to in this rule has been drawn up, add his signature, office and the date, and return the bond with the memorandum to the Superintendent in whose division the principal is employed.

**NOTE 3.**—Generally enquiries as to the solvency of a surety can be best made at the place of his residence; but when a surety is temporarily living far from his home and enquiries cannot be satisfactorily made at the place of his residence, they should be made also at his home.

**11. Annual enquiries regarding sureties to be made by postmasters.**—The postmaster must once a year (in the month of December) ascertain whether the sureties to the personal bonds in his custody are alive, and where they are residing. This can be ascertained from enquiries at the post offices through which the towns and villages in which the sureties reside are served.

The enquiries should be made by means of letters in the prescribed form; and as each letter is received back with answers to the questions on the reverse, the answer should be examined and the letter should be filed with the security bond to which it relates.

**11.** If it comes to the knowledge of the postmaster that any surety is dead, or insolvent, or that his present address is not known, a report should be made to the Superintendent, with the view of obtaining fresh security. A postal official who has given security by means of a personal bond, is bound to give information if a surety dies, or becomes insolvent, or changes his residence.

**NOTE.**—An annual enquiry need not be made regarding the sureties of a postmaster whose bond is in the office of the head of the circle (*see note to rule 12*); but

Appendix No. 11, rule 11, page 207—

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cases he

*Note.*—*Line 1 on page 207 : after* postmaster *insert* or inspector  
No. 51

cepted  
y the  
rs by  
whom the bonds were executed. All the bonds must be entered in  
a register (in the form appended to these rules) and kept with the  
register in a locked tin box inside the office safe. The key of the  
box must always be in the custody of the postmaster.

11. When a postal official is transferred permanently to the juris-  
diction of another head office, the postmaster of the office in which  
his bond is kept should forward the bond to the new head office in a  
registered cover, and make a note of the fact against the proper entry  
in the register.

*NOTE*—The bond of an official promoted to be a head postmaster permanent  
or officiating should be forwarded to the new head office and should

Appendix No. 11, rule 12, page 207—

*Note.*—*Line 1 : after* head postmaster *insert* or inspector  
*Line 3 : after* head postmastership *insert* or inspectorship  
No. 52.

ss-books  
ould be  
drawn,  
y relate,  
register. Depositors  
will at all times be at liberty to call for and examine their pass-books,  
in order to satisfy themselves that all deductions have been duly  
credited to their accounts.

11. When a postal servant, who has furnished security in the  
form of a security deposit in the Savings Bank is transferred to the  
jurisdiction of another head office, the postmaster of the office in  
which his security deposit account stands should transfer the account  
and the pass-book to the new head office, according to the rules in  
Chapter 11 of the *Post Office Manual*, Vol. I.

14. **Manner of crediting deductions from pay to security deposit  
accounts in the case of Imperial establishments.**—In the case of  
officers paid from head offices, the postmaster should credit deduc-  
tions from pay, on account of security, to the proper Savings Bank  
accounts, when the pay is being disbursed; but if any officer (*e.g.*, a  
village postman) is not present to receive his pay on or before the  
4th of the month, the amount to be deducted as security should be  
drawn by a charge to "bills paid" and credited to his account not  
later than the fourth day of the month, and the balance of his pay  
can be drawn when he presents himself for payment.

11. In the case of officers paid from sub and branch offices, the  
postmaster of the head office should credit the deductions on account

pendix No. 11, rule 11, page 205—

*For the present rule, substitute the following new rule:—*

**II. Death, insolvency, or withdrawal of sureties.**—A postal servant who has given security in the form of a personal bond, is bound to give information if a surety dies, or, becomes insolvent or changes his residence. Failure to report the death or insolvency of a surety, when it is known to the principal, will render the latter liable to dismissal. If it comes to the knowledge of the postmaster that a surety is dead or insolvent, a report should be made to the superintendent.

~~When a surety gives notice of withdrawal from his suretyship, an enquiry should be made to ascertain the cause of the withdrawal. If the withdrawal is explained to the satisfaction of the superintendent or first-class postmaster, as the case may be, he should note the fact on the bond. If the withdrawal is not satisfactorily explained, the case should be specially reported to the head of the circle for orders.~~

**III.** When a surety withdraws, dies or becomes insolvent and the principal has less than 10 years' service, the latter should be required to furnish a fresh bond; in other cases, that is to say, when

the principal has 10 years' service or more, the matter should be specially reported to the head of the circle for orders as to whether a fresh bond should or should not be required.

NOTE.—This rule applies also to the personal bonds of postmasters and inspectors which are kept in the office of the head of the circle. (See note to rule 12)

No 143.

Appendix No. 11, rule 11 (as revised by C. S. No. 143  
page 206—

*For paras. II and III substitute the following :—*

II. When a surety dies, becomes insolvent or withdraws from his suretyship and the principal has less than 10 years' service, the latter should be required to furnish fresh security.

III. When a surety dies or becomes insolvent and the principal has 10 years' service or more, fresh security should not be required from him. When, however, in the case of an official who has 10 years' service or more the surety *withdraws* from his suretyship, an enquiry should be made to ascertain the cause of the withdrawal. If the withdrawal is explained to the satisfaction of the superintendent or first-class postmaster, as the case may be, he should note the fact on the bond and fresh security should not be required. If the withdrawal is not explained to the satisfaction of the superintendent or first-class postmaster, the case should be specially reported to the head of the circle for orders.

No 143.

of security to the proper Savings Bank accounts on the 1st of the month, the amounts required for the purpose being drawn by a charge to "Bills paid." The deduction should be shown in the acquittance roll (or extract from the establishment pay bill) sent to the sub or

Appendix No. 11, rule 14, page 208—

deducted to the  
day of each

*Para II.—Line 4 on page 208: for roll read roll*

No. 53. on account of

security is on privilege leave on full pay, the deductions should be made from the pay of each month and credited to the account when the pay is drawn; but if he is on leave without allowances, or with reduced allowances, no deduction on account of security should be made until full pay is drawn for him the first time after his return to duty.

**15. Manner of crediting deductions from pay to security deposit accounts in the case of District Post establishments.**—In the case of District Post officials, the deductions from pay on account of security should, as soon as the District Post establishment bill is cashed, be credited to the proper Savings Bank accounts by the head office at the head-quarters of the district. The acquittance rolls and extracts prepared by the head office at the head-quarters of the district will show the amounts to be deducted when the salaries are being paid.

**NOTE.**—The note to the preceding rule applies also to this rule.

**16. Custody of Government Promissory Notes deposited as security.**—When an officer wishes to deposit Government Promissory Notes by way of security, they should be endorsed by the depositor to the Head of the Circle in which he is serving, and made over or sent to the postmaster of the head office by whom his pay is drawn to be forwarded to the Head of the Circle. The postmaster or sub or branch postmaster to whom the Notes are delivered for this purpose will grant the depositor a preliminary receipt. Notes tendered at a sub or branch office for this purpose will be sent to the head or account office in the account or branch office bag entered in the daily account.

II. The postmaster of the head office will forward each Note to the Head of the Circle in a separate cover registered on postal service the cover being placed with a registered receipt and acknowledgment in an insured envelope, addressed to the postmaster of the office at the head-quarters of the Circle, on which the weight should be marked in the usual manner, and which should be closed and sealed in the manner prescribed for closing and sealing insured envelopes.

III. The Head of the Circle should send a formal acknowledgment of the receipt of each Note to the postmaster of the head office from

whom it was received, for delivery to the depositor in exchange for the preliminary receipt, and he should also intimate receipt of the Note to the Divisional Superintendent.

IV. The Notes received by the Head of the Circle should be endorsed by him as follows:—"Pay to the Comptroller General," and they should then be forwarded to the Comptroller, Post Office. The Notes should be enclosed in a separate cover registered on postal service, and the office of posting should be instructed to forward this cover with a registered article receipt and acknowledgment in an insured envelope addressed to the Presidency Postmaster, Calcutta, on which the weight should be marked as usual, and which should be closed and sealed in the manner prescribed for closing and sealing insured envelopes. With each despatch of Notes to the Comptroller, a covering list in the special form given at the end of these rules should be sent in duplicate.

NOTE.—The Head of the Circle, before forwarding Notes to the Comptroller should satisfy himself that the chain of endorsements on each Note is complete, that is, that the persons or officers who have endorsed the Note away are the same as those in whose names it already stands or to whom it has been endorsed. An endorsement signed "for" any other person, or an endorsement to or by any person, "in trust for" any other, or as "trustee of" anything, is invalid. All words relating to a trust must be expunged under the initials or signature of the person in whose endorsement they occur. Endorsements written upon a piece of paper which joins the two halves of a Note are also invalid. It is, therefore, necessary that these and like defects should be remedied before a Note is forwarded to the Comptroller, or much trouble will inevitably be experienced when it is desired to renew or sell the Note.

V. Interest on the notes will be paid by means of a payment order from the Comptroller which should be cashed by the postmaster of the head office and charged to miscellaneous (unclassified) payments; but if the payee has a security deposit account, the interest should not be actually paid to him but should be credited as a deposit to his account by a *per contra* debit in the accounts to miscellaneous (unclassified) payments, provided that the limit of a security deposit account is not thereby exceeded, and provided also that the full amount of security required from him has not been reached.

**17. Delivery of Promissory Notes out of custody and realization of their value.**—The Government Promissory Notes in the custody of the Comptroller General will be delivered up on the application (sent through the Comptroller) of the Head of the Circle by whom they were forwarded. It should, however, be borne in mind—

- (a) that when a Note is delivered up under this rule it will not necessarily be the identical Note which was sent for custody, and



of security to the proper Savings Bank accounts on the 1st of the month, the amounts required for the purpose being drawn by a charge to "Bills paid." The deduction should be shown in the acquittance roll (or extract from the establishment pay bill) sent to the sub or branch office.

III. Deductions on account of security must be credited to the proper accounts in all cases not later than the fourth day of each month.

NOTE.—If a postal servant whose pay is subject to deductions on account of security is on privilege leave on full pay, the deductions should be made from the pay of each month and credited to the account when the pay is drawn; but if he is on leave without allowances, or with reduced allowances, no deduction on account of security should be made until full pay is drawn for him the first time after his return to duty.

15. Manner of crediting deductions from pay to security deposit accounts in the case of District Post establishments.—In the case of District Post officials, the deductions from pay on account of security should, as soon as the District Post establishment bill is cashed, be credited to the proper Savings Bank accounts by the head office at the head-quarters of the district. The acquittance rolls and extracts prepared by the head office at the head-quarters of the district will show the amounts to be deducted when the salaries are being paid.

NOTE.—The note to the preceding rule applies also to this rule.

16. Custody of Government Promissory Notes deposited as security.—When an officer wishes to deposit Government Promissory Notes by way of security, they should be endorsed by the depositor to the Head of the Circle in which he is serving, and made over or sent to the postmaster of the head office by whom his pay is drawn to be forwarded to the Head of the Circle. The postmaster or sub or branch postmaster to whom the Notes are delivered for this purpose will grant the depositor a preliminary receipt. Notes tendered at a sub or branch office for this purpose will be sent to the head or account office in the account or branch office bag entered in the daily account.

II. The postmaster of the head office will forward each Note to the Head of the Circle in a separate cover registered on postal service the cover being placed with a registered receipt and acknowledgment in an insured envelope, addressed to the postmaster of the office at the head-quarters of the Circle, on which the weight should be marked in the usual manner, and which should be closed and sealed in the manner prescribed for closing and sealing insured envelopes.

III. The Head of the Circle should send a formal acknowledgment of the receipt of each Note to the postmaster of the head office from

whom it was received, for delivery to the depositor in exchange for the preliminary receipt, and he should also intimate receipt of the Note to the Divisional Superintendent.

IV. The Notes received by the Head of the Circle should be endorsed by him as follows:—"Pay to the Comptroller General," and they should then be forwarded to the Comptroller, Post Office. The Notes should be enclosed in a separate cover registered on postal service, and the office of posting should be instructed to forward this cover with a registered article receipt and acknowledgment in an insured envelope addressed to the Presidency Postmaster, Calcutta, on which the weight should be marked as usual, and which should be closed and sealed in the manner prescribed for closing and sealing insured envelopes. With each despatch of Notes to the Comptroller, a covering list in the special form given at the end of these rules should be sent in duplicate.

NOTE.—The Head of the Circle, before forwarding Notes to the Comptroller should satisfy himself that the chain of endorsements on each Note is complete, that is, that the persons or officers who have endorsed the Note away are the same as those in whose names it already stands or to whom it has been endorsed. An endorsement signed "for" any other person, or an endorsement to or by any person, "in trust for" any other, or as "trustee of" anything, is invalid. All words relating to a trust must be expunged under the initials or signature of the person in whose endorsement they occur. Endorsements written upon a piece of paper which joins the two halves of a Note are also invalid. It is, therefore, necessary that these and like defects should be remedied before a Note is forwarded to the Comptroller, or much trouble will inevitably be experienced when it is desired to renew or sell the Note.

V. Interest on the notes will be paid by means of a payment order from the Comptroller which should be cashed by the postmaster of the head office and charged to miscellaneous (unclassified) payments; but if the payee has a security deposit account, the interest should not be actually paid to him but should be credited as a deposit to his account by a *per contra* debit in the accounts to miscellaneous (unclassified) payments, provided that the limit of a security deposit account is not thereby exceeded, and provided also that the full amount of security required from him has not been reached.

**17. Delivery of Promissory Notes out of custody and realization of their value.**—The Government Promissory Notes in the custody of the Comptroller General will be delivered up on the application (sent through the Comptroller) of the Head of the Circle by whom they were forwarded. It should, however, be borne in mind—

- (a) that when a Note is delivered up under this rule it will not necessarily be the identical Note which was sent for custody, and

- (d) that an application for delivery of a Note should always specify at what treasury the Note is to be encased for payment of interest.

**II.** When the whole or part of a security deposit of Government Promissory Notes has to be credited to Government in recovery of departmental claims or as forfeited by order of the Head of the Circle to whom the Notes are pledged, the Comptroller will request the Comptroller General to sell the Notes. The proceeds, after deduction of the usual commission and brokerage, will be remitted (through the Comptroller) to the Head of the Circle, who will have the whole or part, as the case may be, credited to Government, any balance left in hand after the claims of Government have been satisfied being paid to the depositor.

**18. Alteration of the form of security.**—When security has been furnished in the form of a personal bond with sureties, the bond may be cancelled at any time by the deposit of not less than two-thirds of the amount of the bond in either of the first two forms of security mentioned in rule 2, or in both together. If the whole amount of the original bond is not deposited at once, the balance must be made up by instalments of not less than one-sixth of the officer's pay. In other respects the deposit of cash or Government Paper will be subject to the provisions of rules 3, 14, and 15.

**NOTE 1.**—Postal servants who have furnished personal bonds with sureties should be encouraged but not compelled to open private Savings Bank accounts and to deposit small sums from time to time, as they can be spared, with a view to cancelling the bonds in the manner described in this rule when the necessary amount has been accumulated.

**NOTE 2.**—If an officer wishes to substitute a personal bond with two sureties for a security deposit in cash or Government Paper this should be allowed. Alterations of the form of security in this way should, however, be discouraged; and in the case of postmen and village postmen, the Head of the Circle has authority to refuse to allow a security deposit in cash or Government Paper to be withdrawn and a personal bond substituted.

**19. Disposal of cancelled bonds.**—When a personal bond is to be cancelled under the preceding rule, or by the withdrawal of a surety from his suretyship after the prescribed notice, or from any other cause, the bond should be sent to the head of the circle by whom it will be cancelled, a note explaining briefly the reason for cancelling the bond being added under his signature. The bond should be preserved in his office for three years, after which period it may be destroyed. The same course should be followed in the case of a bond relating to a security deposit in cash or Government Paper when the deposit is returned to the depositor.

II. A note, showing how the bond has been disposed of, should in every case be written by the postmaster of the head office against the entry of the bond in the register.

NOTE.—When a surety gives notice of his intention to terminate his suretyship, a new bond should not be actually executed until the full period of six months for prevent

Appendix No. 11, rule 19, page 211—

Note.—Line in line 2: for a fresh bond (see rule 1.

Appendix No. 11, rule 19, page 211—

For the present Note (as revised by C. S. No. 144) substitute the following:—

NOTE.—When a surety gives notice of his intention to terminate his suretyship and the principal is required to furnish a fresh bond (see paragraphs II and III of rule 11), the necessary enquiries should at once be commenced with a view to the immediate execution of the new bond on the expiry of the period of notice. If it should be found necessary in any case to have the fresh bond executed within the period of notice, the following sentence should be added to the body of the bond:—"The conditions of this bond shall have effect on and from the (date of termination of period of notice)," and against this addition the principal and the sureties to the fresh bond should be required to place their signatures.

(b)

No. 230.

the deposit should not be authorised by the Circle until after the lapse of six months.

21. Security of professional money-lenders not allowed. Postmen and village postmen should on no account be allowed to give the security of professional money-lenders. It is intended that postmen should be respectable men, who can obtain the required security from their relatives or friends; and if they are selected from the jurisdiction in which they are to be employed, or its neighbourhood, very little difficulty will, it is believed, be experienced in obtaining the necessary security.

II. When a vacancy occurs for the appointment of a postman or village postman, the respectable inhabitants of the neighbourhood in which the man will have to serve should, as a rule, be asked to recommend a suitable candidate. If they know that the man appointed will have to pay their own money orders, and deliver their own ordinary and registered letters, they will not recommend any one who is not honest and efficient, and such a man will readily obtain the necessary security without being required to pay for it.

22. Penalty for not furnishing security.—The postmaster may not draw pay for any person newly appointed to a permanent vacancy in an office for which security is required, unless the prescribed security has been actually furnished; and if such security is not given

- (d) that an application for delivery of a Note should always specify at what treasury the Note is to be enfaced for payment of interest.

**II.** When the whole or part of a security deposit of Government Promissory Notes has to be credited to Government in recovery of departmental claims or as forfeited by order of the Head of the Circle to whom the Notes are pledged, the Comptroller General's deduction of the (through the Con the whole or part balance left in 1 satisfied being pa

**18. Alteration** ~~of a security~~ has been furnished in the fo ~~personal bond with sureties~~, the bond may be cancelled at any time by the deposit of not less than two-thirds of the amount of the bond in either of the first two forms of security mentioned in rule 2, or in both together. If the whole amount of the original bond is not deposited at once, the balance must be made up by instalments of not less than one-sixth of the officer's pay. In other respects the deposit of cash or Government Paper will be subject to the provisions of rules 3, 14, and 15.

**NOTE 1.**—Postal servants who have furnished personal bonds with sureties should be encouraged but not compelled to open private Savings Bank accounts and to deposit small sums from time to time, as they can be spared, with a view to cancelling the bonds in the manner described in this rule when the necessary amount has been accumulated.

**NOTE 2.**—If an officer wishes to substitute a personal bond with two sureties for a security deposit in cash or Government Paper this should be allowed. Alterations of the form of security in this way should, however, be discouraged; and in the case of postmen and village postmen, the Head of the Circle has authority to refuse to allow a security deposit in cash or Government Paper to be withdrawn and a personal bond substituted.

**19. Disposal of cancelled bonds.**—When a personal bond is to be cancelled under the preceding rule, or by the withdrawal of a surety from his suretyship after the prescribed notice, or from any other cause, the bond should be sent to the head of the circle by whom it will be cancelled, a note explaining briefly the reason for cancelling the bond being added under his signature. The bond should be preserved in his office for three years, after which period it may be destroyed. The same course should be followed in the case of a bond relating to a security deposit in cash or Government Paper when the deposit is returned to the depositor.

II. A note, showing how the bond has been disposed of, should in every case be written by the postmaster of the head office against the entry of the bond in the register.

NOTE.—When a surety gives notice of his intention to terminate his suretyship, a new bond should not be actually executed until the full period of six months for which notice is required to be given has expired. This, however, should not prevent the necessary enquiries being made with a view to the immediate execution of the new bond on the expiry of the period of notice.

**20. Procedure when an official dies or leaves the Department.**

—When a postal servant, who has given security, dies or leaves the Department, the following procedure should be followed:—

(a) The bond should be sent to the Head of the Circle, and it should be preserved in his office for three years, after which period it may be destroyed. A note, showing how the bond has been disposed of, should be written by the postmaster of the head office against the entry of the bond in the register.

(b) If the security is in the form of a security deposit in the Savings Bank or in Government Paper, the return of the deposit should not be authorised by the Head of the Circle until after the lapse of six months.

**21. Security of professional money-lenders not allowed.** Postmen and village postmen should on no account be allowed to give the security of professional money-lenders. It is intended that postmen should be respectable men, who can obtain the required security from their relatives or friends; and if they are selected from the jurisdiction in which they are to be employed, or its neighbourhood, very little difficulty will, it is believed, be experienced in obtaining the necessary security.

II. When a vacancy occurs for the appointment of a postman or village postman, the respectable inhabitants of the neighbourhood in which the man will have to serve should, as a rule, be asked to recommend a suitable candidate. If they know that the man appointed will have to pay their own money orders, and deliver their own ordinary and registered letters, they will not recommend any one who is not honest and efficient, and such a man will readily obtain the necessary security without being required to pay for it.

**22. Penalty for not furnishing security.**—The postmaster may not draw pay for any person newly appointed to a permanent vacancy in an office for which security is required, unless the prescribed security has been actually furnished; and if such security is not given

before the date of taking over charge, the date from which the permanent appointment will be held to commence will be the date on which a satisfactory security is actually given. If, however, it is necessary to fill an appointment temporarily by a person who has agreed to give, but has not actually given, the prescribed security, he may, under the orders of the officer authorised to appoint him, draw half his salary until the security is actually given. No person newly appointed to a vacancy, whether permanent or temporary, shall be allowed to continue in the appointment if the required security is not furnished within one month from the date of appointment.

II. A postal servant, who has given security in the form of a personal bond, and who is required to give fresh security owing to the death, insolvency, or withdrawal of one or both of his sureties from their suretyship, shall, if he fails to furnish fresh security within three months from the date of cancellation of his bond, be subject to the special penalties described below for the different classes of officials:—

- (a) An official belonging to one of the classes mentioned in clauses (a) to (f) of rule 1, who is not a probationer, shall, if he has not less than ten years' service, be debarred from any permanent promotion until security is furnished: if he has less than ten years' service, he shall be debarred from any promotion, acting or permanent, until security is furnished. A probationer, who fails to furnish fresh security, shall be removed.
- (b) An official who is specially required to convey or escort cash [see clause (h) of rule 1], shall be reduced to a less responsible position until security to the amount of Rs500 is furnished, when he may, under the orders of the Head of the Circle, be restored to his appointment.
- (c) An official belonging to one of the classes mentioned in clauses (i), (j), and (k) of rule 1, who has not less than ten years' service, shall be debarred from any promotion, acting or permanent, or increase of pay that may fall due to him, until security is furnished: if he has less than ten years' service he shall be transferred to an appointment on lower pay and for which he need not give security.

In any of these cases the Head of the Circle may also, until the required security is furnished, stop any portion of the officer's pay not exceeding one-half or place him on any leave (including leave without pay) to which he may be entitled. An officer who fails to

furnish fresh security by the date of cancellation of the original bond shall not be allowed to continue in charge of a sub or branch office or be appointed or re-appointed to such an office until the required security is furnished.

**NOTE.**—When a postman or village postman is absent on leave or deputation a candidate who has given security, or who can at once give the requisite security should, if possible, be selected to fill his place. If such a man cannot be obtained and the absentee cannot furnish a substitute to work on his (the absentee's responsibility, the Postmaster or Sub or Branch Postmaster (as the case may be) must himself bear the responsibility of appointing a trustworthy postman or village postman who can be entrusted with the payment of money orders, under the safeguards and limitations provided by the rules on the subject. The security taken from acting postmen and village postmen should always be in the form of a personal bond.

**23. Extra-Departmental Agents.**—Security should be taken from Extra-Departmental Agents in the following two cases:—

- (a) When a new post office is opened under an Extra-Departmental Agent.
- (b) When an increase is sanctioned to the remuneration of an Extra-Departmental Agent.

Supervising officers should also endeavour to obtain security from other Extra Departmental Agents, especially whenever a permanent change is made in the Extra-Departmental Agent in charge of a post office.

II. The amount of the security to be furnished by an Extra-Departmental Agent is R300. In other respects the provisions of the preceding rules will be generally applicable; but if the security is furnished in cash or Government Paper, or in both together, the whole amount must be deposited at once, and no portion of the amount should be allowed to be made up by instalments deducted from the Extra-Departmental Agent's pay.

III. The security bond executed by an Extra-Departmental Agent must be in the special form (appended to these rules) appropriate to the case.

**NOTE.**—Heads of Circles may exercise their discretion as to the classes of Extra-Departmental Agents that may be exempted altogether from the operation of this rule.

**24. Bonds furnished by a thoroughly responsible insurance company may be accepted.**—A thoroughly responsible insurance company, approved by the head of a circle, may be accepted as surety (without a second surety) of a departmental postal servant or of an extra departmental agent, "provided the terms in the appropriate

Appendix No. 11, rule 24, page 213—

*Line 5: after agent insert* or of a candidate for employment in the Post Office, ry for  
id 10.



before the date of taking over charge, the date from which the permanent appointment will be held to commence will be the date on which a satisfactory security is actually given. If, however, it is necessary to fill an appointment temporarily by a person who has agreed to give, but has not actually given, the prescribed security, he may, under the orders of the officer authorised to appoint him, draw half his salary until the security is actually given. No person newly appointed to a vacancy, whether permanent or temporary, shall be allowed to continue in the appointment if the required security is not furnished within one month from the date of appointment.

II. A postal servant, who has given security in the form of a personal bond, and who is required to give fresh security owing to the death, insolvency, or withdrawal of one or both of his sureties from their suretyship, shall, if he fails to furnish fresh security within three months from the date of cancellation of his bond, be subject to the special penalties described below for the different classes of officials:—

- (a) An official belonging to one of the classes mentioned in clauses (a) to (f) of rule 1, who is not a probationer, shall, if he has not less than ten years' service, be debarred from any permanent promotion until security is furnished: if he has less than ten years' service, he shall be debarred from any promotion, acting or permanent, until security is furnished. A probationer, who fails to furnish fresh security, shall be removed.
- (b) An official who is specially required to convey or escort cash [see clause (h) of rule 1], shall be reduced to a less responsible position until security to the amount of Rs500 is furnished, when he may, under the orders of the Head of the Circle, be restored to his appointment.
- (c) An official belonging to one of the classes mentioned in clauses (i), (j), and (k) of rule 1, who has not less than ten years' service, shall be debarred from any promotion, acting or permanent, or increase of pay that may fall due to him, until security is furnished: if he has less than ten years' service he shall be transferred to an appointment on lower pay and for which he need not give security.

In any of these cases the Head of the Circle may also, until the required security is furnished, stop any portion of the officer's pay not exceeding one-half or place him on any leave (including without pay) to which he may be entitled.

furnish fresh security by the date of cancellation of the original bond shall not be allowed to continue in charge of a sub or branch office or be appointed or re-appointed to such an office until the required security is furnished.

**NOTE.**—When a postman or village postman is absent on leave or deputation a candidate who has given security, or who can at once give the requisite security should, if possible, be selected to fill his place. If such a man cannot be obtained and the absentee cannot furnish a substitute to work on his (the absentee's responsibility, the Postmaster or Sub or Branch Postmaster (as the case may be) must himself bear the responsibility of appointing a trustworthy postman or village postman who can be entrusted with the payment of money orders, under the safeguards and limitations provided by the rules on the subject. The security taken from *acting* postmen and village postmen should always be in the form of a personal bond.

**23. Extra-Departmental Agents.**—Security should be taken from Extra-Departmental Agents in the following two cases:—

- (a) When a new post office is opened under an Extra-Departmental Agent.
- (b) When an increase is sanctioned to the remuneration of an Extra-Departmental Agent.

Supervising officers should also endeavour to obtain security from other Extra Departmental Agents, especially whenever a permanent change is made in the Extra-Departmental Agent in charge of a post office.

II. The amount of the security to be furnished by an Extra-Departmental Agent is Rs300. In other respects the provisions of the preceding rules will be generally applicable; but if the security is furnished in cash or Government Paper, or in both together, the whole amount must be deposited at once, and no portion of the amount should be allowed to be made up by instalments deducted from the Extra-Departmental Agent's pay.

III. The security bond executed by an Extra-Departmental Agent must be in the special form (appended to these rules) appropriate to the case.

**NOTE.**—Heads of Circles may exercise their discretion as to the classes of Extra-Departmental Agents that may be exempted altogether from the operation of this rule.

**24. Bonds furnished by a thoroughly responsible insurance company may be accepted.**—A thoroughly responsible insurance company, approved by the head of a circle, may be accepted as surety (without a second surety) of a departmental postal servant or of an extra departmental agent, provided the terms in the appropriate personal bond form (appended to these rules) are complied with. When security is furnished in this way, it will not be necessary for supervising officers to make the enquiries ordered in rules 9 and 10.

## SECURITY BOND.

*When the Security is in Government Promissory Notes  
or Cash.*

[The amount of the bond is to be written in words throughout.]

Appx No 11.  
Form 1.

(To be executed by Deputy and Assistant Postmasters, Sub and Branch Postmasters, Clerks in Post Offices, Record Clerks, Accountants and Sorters of the Railway Mail Service, and paid probators)

**Know** all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ am held and firmly bound  
unto the Secretary of State for India in Council in the sum of  
Rs \_\_\_\_\_ to be paid to the said Secretary of  
State his successors or assigns or his or their certain attorney or  
attorneys for which payment well and truly to be made I bind myself  
my heirs executors administrators and representatives firmly by  
these presents sealed with my seal dated this \_\_\_\_\_  
day of \_\_\_\_\_ 189 \_\_\_\_\_. And I do hereby for myself my heirs  
executors administrators and representatives covenant with the said  
Secretary of State his successors and assigns that if any suit shall be  
brought touching the subject-matter of this obligation or the condi-  
tion hereunder written in any Court subject to the High Court of  
Judicature at \_\_\_\_\_ other than the said High Court in its  
Ordinary Original Civil Jurisdiction the same shall and may at the  
instance of the said Secretary of State be removed into tried and  
determined by the said High Court in its Extraordinary Original  
Jurisdiction.

**Whereas** the above bounden (A) \_\_\_\_\_  
was on the \_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_ appointed  
to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ Postal  
Circle **And whereas** the said (A) \_\_\_\_\_  
\_\_\_\_\_ is liable at any time to be transferred to some  
other appointment in the Postal Department **And whereas** by  
virtue of his employment in the Postal Department the said (A)  
\_\_\_\_\_ is required

to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings-Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired **And whereas** the said (A) \_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than\* {one-sixth} part of his pay the further sum of

INSTRUC-  
TIONS,

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government Securities to the extent of Rs. \_\_\_\_\_" and has "should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than {one-sixth} part of his pay the further sum of Rs. \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

Appendix No. 11, page 215—

Form 1, line 26: for {one-fourth} substitute one-sixth

Marginal instructions—

Para. (3).—Line 12: for {one-fourth} substitute one-sixth

**whereas**

No. 145. in the said

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall

\* See Security Rules 3 (2) and 18.

## SECURITY BOND.

*When the Security is in Government Promissory Notes  
or Cash.*

[The amount of the bond is to be written in words throughout.]

Appx No 11.  
Form 1.

(To be executed by Deputy and Assistant Postmasters, Sub and Branch Postmasters, Clerks in Post Offices, Record Clerks, Accountants and Sorters of the Railway Mail Service, and paid probat oners)

**Know** all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ am held and firmly bound  
unto the Secretary of State for India in Council in the sum of  
Rs \_\_\_\_\_ to be paid to the said Secretary of  
State his successors or assigns or his or their certain attorney or  
attorneys for which payment well and truly to be made I bind myself  
my heirs executors administrators and representatives firmly by  
these presents sealed with my seal dated this \_\_\_\_\_  
day of \_\_\_\_\_ 189 \_\_\_\_\_. And I do hereby for myself my heirs  
executors administrators and representatives covenant with the said  
Secretary of State his successors and assigns that if any suit shall be  
brought touching  
tion hereunder v  
Judicature at \_\_\_\_\_  
Ordinary Origin  
instance of the sa  
determined by t'  
Jurisdiction.

**Whereas** t'  
was on the \_\_\_\_\_  
to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ Postal  
Circle **And whereas** the said (A) \_\_\_\_\_  
\_\_\_\_\_ is liable at any time to be transferred to some  
other appointment in the Postal Department **And whereas** by  
virtue of his employment in the Postal Department the said (A)  
\_\_\_\_\_ is required

to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters postcards packets parcels money orders British Postal Orders Savings-Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R. \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R. \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than\* { ~~one-fourth~~ } part of his pay the further sum of R. \_\_\_\_\_ in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

**And whereas** the said (A) \_\_\_\_\_ has entered into the above bond in the penal sum of R. \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall

INSTRUC-  
TIONS,

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government Securities to the extent of Rs. \_\_\_\_\_" and has "should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than { ~~one-fourth~~ } part of his pay the further sum of Rs. \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

\* See Security Rules 3 (2) and 18,

be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before mentioned three months' notice in writing and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_

\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_

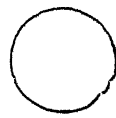
\_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_

Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think

fit to the said (A) \_\_\_\_\_: Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (A) \_\_\_\_\_ of his appointment in the Post Office Department the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to him or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (A) \_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (A) \_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A) \_\_\_\_\_

Signed sealed and delivered by the  
above-named (A) \_\_\_\_\_

*Signature.*



Seal,

In the presence of (two {  
witnesses to sign here). {



Appx. No. 11.  
Form 2.

## SECURITY BOND.

*When the Security is in Government Promissory  
Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

(To be executed by unpaid probationers.)

**Know** all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ am held and firmly bound unto the  
Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his  
successors or assigns or his or their certain attorney or attorneys  
for which payment well and truly to be made I bind myself my  
heirs executors administrators and representatives firmly by these  
presents sealed with my seal dated this \_\_\_\_\_  
day of \_\_\_\_\_ 189\_\_\_\_. And I do hereby for myself my  
heirs executors administrators and representatives covenant with the  
said Secretary of State his successors and assigns that if any suit  
shall be brought touching the subject-matter of this obligation or  
the condition hereunder written in any Court subject to the High  
Court of Judicature at \_\_\_\_\_  
other than the said High Court in its Ordinary Original Civil Juris-  
diction the same shall and may at the instance of the said Secretary  
of State be removed into tried and determined by the said High  
Court in its Extraordinary Original Jurisdiction.

**Whereas** the above bounden (A) \_\_\_\_\_  
was on the \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_  
appointed to and now holds the office of a Postal unpaid probationer  
at \_\_\_\_\_ in the \_\_\_\_\_  
Postal Circle **And whereas** the said (A) \_\_\_\_\_  
\_\_\_\_\_ is a candidate for a salaried office in the Postal Depart-  
ment and will be liable when appointed to any such office to be at  
any time transferred to some other appointment in the Postal  
Department **And whereas** by virtue of his employment in the Postal

Department the said (A)\_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department **And whereas**

the said (A)\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint **And whereas** the said (A)\_\_\_\_\_

in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal

Circle Government securities to the extent of R\_\_\_\_\_

\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal

Circle the sum of R\_\_\_\_\_ for the purpose

of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A)\_\_\_\_\_

**And whereas** the said (A)\_\_\_\_\_

\_\_\_\_\_ has entered into the above bond

in the penal sum of R\_\_\_\_\_

conditioned for the due performance by him the said (A)\_\_\_\_\_

\_\_\_\_\_ of the duties of his said

office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

**Now** the condition of the above written bond is such that if the said (A)\_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving three months' notice in writing and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing

# INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle, Government securities to the extent of Rs. \_\_\_\_\_ and has" should be scored out.

(3) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

to the dishonesty neglect default disobedience (of which matter any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_ : Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (A) \_\_\_\_\_ of his appointment in the Post Office Department the above-mentioned Government Promissory Notes or the said sums of money deposited as

security in the Post Office Savings Bank shall not be at once returned to him or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (A) \_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (A) \_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A) \_\_\_\_\_

Signed sealed and delivered  
by the above-named (A) \_\_\_\_\_

Seal.

*Signature.*



In the presence of (two  
witnesses to sign here).

\_\_\_\_\_  
\_\_\_\_\_

Appx. No. 11.  
Form 8.

## SECURITY BOND.

### *When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by candidates for acting Postmasterships (sub or branch)  
and Clerkships.]

**I** ~~know~~ all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
\_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ am held and firmly bound unto the  
Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his  
successors or assigns or his or their certain attorney or attorneys  
for which payment well and truly to be made I bind myself my  
heirs executors administrators and representatives firmly by these  
presents sealed with my seal dated this \_\_\_\_\_  
day of \_\_\_\_\_ 189\_\_\_\_. And I do hereby for myself my  
heirs executors administrators and representatives covenant with the  
said Secretary of State his successors and assigns that if any suit  
shall be brought touching the subject-matter of this obligation or  
the condition hereunder written in any Court subject to the High  
Court of Judicature at \_\_\_\_\_  
other than the said High Court in its Ordinary Original Civil Juris-  
diction the same shall and may at the instance of the said Secretary  
of State be removed into tried and determined by the said High  
Court in its Extraordinary Original Jurisdiction.

~~Whereas~~ the said (A) \_\_\_\_\_ is  
a candidate for a salaried office in the Postal Department and will  
be liable when appointed to any such office to be at any time  
transferred to some other appointment in the Postal Department  
~~And whereas~~ by virtue of his employment in the Postal Depart-

ment the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department **And whereas**

the said (A) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint **And whereas** the said (A) \_\_\_\_\_

in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal

Circle Government securities to the extent of R. \_\_\_\_\_

\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal

Circle the sum of R. \_\_\_\_\_ for the purpose

of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

**And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ has entered into the above bond in the penal sum of R. \_\_\_\_\_

conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said

office and of all other the duties which may lawfully be required of

him and of his agreements as aforesaid and the indemnity of the

said Secretary of State and his servants against loss by reason of

the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above written bond is such that if

the said (A) \_\_\_\_\_ shall whilst he shall

be in the employment of Government in the Postal Department

always duly perform and fulfil all and every his duties aforesaid and

shall not leave the said service without permission or without giving

three months' notice in writing and shall indemnify the said Secretary

of State his successors and assigns and the Government of

India from all loss which shall be sustained by the said Secretary

of State his successors and assigns or the Government of India owing

# INSTRUCTIONS,

(1) when the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle, the sum of R. \_\_\_\_\_ should be scored out."

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of \_\_\_\_\_ and has" should be scored out.

(3) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

to the dishonesty neglect default disobedience [of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof] or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_: Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (A) \_\_\_\_\_ of his appointment in the Post Office Department the above-mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once return-

ed to him or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (A) \_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (A) \_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A) \_\_\_\_\_

Signed sealed and delivered  
by the above-named (A) \_\_\_\_\_

Seal.

*Signature.*

In the presence of (two  
witnesses to sign here).

{ \_\_\_\_\_  
\_\_\_\_\_





. No. 11  
FM 4.

## SECURITY BOND.

### *When the security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postal servants, such as overseers, mail peons, coachmen, and bullock train guards, who are required to convey or escort cash.]

**Know** all men by these presents that I (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ am held and firmly  
 bound unto the Secretary of State for India in Council in the sum of  
 Rupees \_\_\_\_\_ to be paid to the said Secretary  
 of State his successors or assigns or his or their certain attorney or  
 attorneys for which payment well and truly to be made I bind myself  
 my heirs executors administrators and representatives firmly by these  
 presents sealed with my seal dated this \_\_\_\_\_ day  
 of \_\_\_\_\_ 189 . And I do hereby for myself  
 my heirs executors administrators and representatives covenant with  
 the said Secretary of State his successors and assigns that if any suit  
 shall be brought touching the subject-matter of this obligation or the  
 condition hereunder written in any Court subject to the High Court  
 of Judicature at \_\_\_\_\_ other than the said High  
 Court in its Ordinary Original Civil Jurisdiction the same shall and  
 may at the instance of the said Secretary of State be removed into  
 tried and determined by the said High Court in its Extraordinary  
 Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_  
 \_\_\_\_\_ was on the \_\_\_\_\_ day of  
 \_\_\_\_\_ 189 . appointed to and now holds the  
 office of \_\_\_\_\_ at \_\_\_\_\_ in  
 the \_\_\_\_\_ Postal Circle **And whereas**  
 the said (A) \_\_\_\_\_  
 is liable at any time to be employed at some other place in the said  
 Postal Circle or to be transferred to some other appointment in the

Postal Department *And whereas* the said (A) \_\_\_\_\_ is required to perform public duties in which the public are interested and the duties of the said (A) \_\_\_\_\_ include the conveyance of cash between the different offices in his jurisdiction and truly to account for all moneys that shall come or ought to come to his hands as a servant of the Postal Department *And whereas* the said (A) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired *And whereas* the said (A) \_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than \* <sup>{one-fourth}</sup> <sub>{one-sixth}</sub> part of his pay the further sum of Rs. \_\_\_\_\_

## INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has" should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than <sup>{one-fourth}</sup> <sub>{one-sixth}</sub> part of his pay the further sum of Rs. \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

\* See Security Rules 3 (2) and 13.

Appendix No. 11, page 227—

Form 4, line 23: for <sup>{one-fourth}</sup> <sub>{one-sixth}</sub> substitute one-sixth

Marginal instructions—

Para. (3).—Line 13: for <sup>{one-fourth}</sup> <sub>{one-sixth}</sub> substitute one sixth

No. 146. other the  
rements

as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_ *Now* the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-mentioned three months' notice in writing and shall indemnify the

Appx. No. 11  
Form 4.

## SECURITY BOND.

### *When the security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postal servants, such as overseers, mail peons, coachmen, and bullock train guards, who are required to convey or escort cash.]

**Know** all men by these presents that I (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 \_\_\_\_\_  
 District \_\_\_\_\_ held and firmly  
 bound unto the Se \_\_\_\_\_ the sum of  
 Rupees \_\_\_\_\_  
 of State his succ  
 attorneys for w  
 my heirs execu  
 presents seal  
 of \_\_\_\_\_  
 my heirs executors administ  
 the said Secretary of State his success  
 shall be brought touching the subject-matter  
 condition hereunder written in any Court subject to the  
 of Judicature at \_\_\_\_\_ other than the said  
 Court in its Ordinary Original Civil Jurisdiction the same shall and  
 may at the instance of the said Secretary of State be removed into  
 tried and determined by the said High Court in its Extraordinary  
 Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_  
 \_\_\_\_\_ was on the \_\_\_\_\_ day of  
 \_\_\_\_\_ 189 . appointed to and now holds the  
 office of \_\_\_\_\_ at \_\_\_\_\_ in  
 the \_\_\_\_\_ Postal Circle **And whereas**  
 the said (A) \_\_\_\_\_  
 is liable at any time to be employed at some other place in the said  
 Postal Circle or to be transferred to some other appointment in the

Postal Department *And whereas* the said (A) \_\_\_\_\_

INSTRUC-  
TIONS.

\_\_\_\_\_ is required to perform public duties in which the public are interested and the duties of the said (A) \_\_\_\_\_ include the

conveyance of cash between the different offices in his jurisdiction and truly to account for all moneys that shall come or ought to come to his hands as a servant of the Postal Department *And whereas*

the said (A) \_\_\_\_\_ has agreed and is bound

to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed

to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired *And whereas* the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal

Circle Government securities to the extent of Rs. \_\_\_\_\_

\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of

Rs. \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than \*  $\left\{ \begin{smallmatrix} \text{one-fourth} \\ \text{one-sixth} \end{smallmatrix} \right\}$  part of his pay the further sum of Rs. \_\_\_\_\_

\_\_\_\_\_ in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

*And whereas* the said (A) \_\_\_\_\_ has entered into the above bond in the penal sum of Rs. \_\_\_\_\_

conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements

as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

*Now* the condition of the above-written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform

and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-

mentioned three months' notice in writing and shall indemnify the

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has" should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than  $\left\{ \begin{smallmatrix} \text{one-fourth} \\ \text{one-sixth} \end{smallmatrix} \right\}$  part of his pay the further sum of Rs. \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

\* See Security Rules 3 (1) and 18.

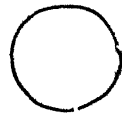
said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A)\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A)\_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A)\_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A)\_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A)\_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A)\_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A)\_\_\_\_\_ Provided

also and it is hereby agreed and declared by and between the said (A)\_\_\_\_\_ and the said Secretary of State that on the vacation by the said (A)\_\_\_\_\_ of his appointment in the Post Office Department the above-mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to him or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (A)\_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (A)\_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A)\_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A)\_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A)\_\_\_\_\_

Signed sealed and delivered  
by the above-named (A)\_\_\_\_\_

*Signature.*

Seal.



In the presence of (two { \_\_\_\_\_  
witnesses to sign here). { \_\_\_\_\_

11.  
b.

## SECURITY BOND.

*When the Security is in Government Promissory Notes  
or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postmen and Village Postmen.]

**Know** all men by these presents that I (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_  
 am held and firmly bound unto the Secretary of State for India in  
 Council in the sum of Rupees \_\_\_\_\_  
 \_\_\_\_\_ to be paid to the said Secretary of State his successors  
 or assigns or his or their certain attorney or attorneys for which pay-  
 ment well and truly to be made I bind myself my heirs executors  
 administrators and representatives firmly by these presents sealed  
 with my seal dated this \_\_\_\_\_ day of \_\_\_\_\_  
 189 \_\_\_\_\_ and I do hereby for myself my heirs executors administra-  
 tors and representatives covenant with the said Secretary of State  
 his successors and assigns that if any suit shall be brought touching  
 the subject-matter of this obligation or the condition hereunder  
 written in any Court subject to the High Court of Judicature at  
 \_\_\_\_\_ other than the said High  
 Court in its Ordinary Original Civil Jurisdiction the same shall and  
 may at the instance of the said Secretary of State be removed into  
 tried and determined by the said High Court in its Extraordinary  
 Original Jurisdiction ~~Whereas~~ the above bounden A \_\_\_\_\_  
 \_\_\_\_\_ was on the \_\_\_\_\_  
 \_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_\_ appointed a <sup>Postman</sup>  
 in the \_\_\_\_\_ <sup>Village Postman</sup> Postal Circle and is at present  
 employed at \_\_\_\_\_ **And whereas**  
 the said (A) \_\_\_\_\_  
 is liable at any time to be employed at some other place in the said  
 Postal Circle or to be transferred to some other appointment in the  
 Postal Department **And whereas** the said (A) \_\_\_\_\_  
 \_\_\_\_\_ is required to perform public duties  
 in which the public are interested and has or is liable to have  
 amongst other duties to deliver at their proper addresses with all

possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup> ~~Village Postman~~ or a as servant of the Postal Department **And whereas** the said (A) \_\_\_\_\_ has agreed

and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to

the extent of Rs. \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of \_\_\_\_\_ Postal Circle the sum of Rs \_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than\* <sup>{one fourth}</sup> ~~{one sixth}~~ part of his pay the further sum of

the purpose { <sup>{one fourth}</sup> ~~{one sixth}~~ }

ate his suc- part of his pay

ainst all loss the further sum

in any way of Rs. \_\_\_\_\_

g the said should be scored

has entered out in addition

to any altera- tion that may

have to be made in accordance with the

preceding instructions.

(4) The words

scored out

should be ini-

tialled against

the first and

last word by the

officer executing

the bond and the

two witnesses.

INSTRUC-  
TIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has" should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as Security in the Post Office Savings Bank by monthly instalments of not less than { <sup>{one fourth}</sup> ~~{one sixth}~~ } part of his pay the further sum of Rs. \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialled against the first and last word by the officer executing the bond and the two witnesses.

\*See Security Rules 3 (2) and 18.

## Appendix No. 11, page 231—

Form 5, line 23: for { <sup>{one fourth}</sup> ~~{one sixth}~~ } substitute one-sixth

## Marginal instructions—

Para. (3).—Line 13: for { <sup>{one fourth}</sup> ~~{one sixth}~~ } substitute one-sixth

No. 147. by him the

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not



Appx. No. 11.  
Form 5.

## SECURITY BOND.

*When the Security is in Government Promissory Notes  
or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postmen and Village Postmen.]

**I** ~~Know~~ all men by these presents that I (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
am held and firmly bound unto the Secretary of State for India in  
Council in the sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ to be paid to the said Secretary of State his successors  
or assigns or his or their certain attorney or attorneys for which pay-  
ment well and truly to be made I bind myself my heirs executors  
administrators and representatives firmly by these presents sealed  
with my seal dated this \_\_\_\_\_ day of \_\_\_\_\_  
189 \_\_\_\_\_ and I do I \_\_\_\_\_ heirs executors administra-  
tors and represen  
his successors and  
the subject-matte  
written in any (

Court in its Ordin  
may at the inst  
tried and determi  
Original Jurisdic

\_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_\_ appointed a <sup>Postman</sup> Village Postman  
in the \_\_\_\_\_ Postal Circle and is at present  
employed at \_\_\_\_\_ **And whereas**  
the said (A) \_\_\_\_\_  
is liable at any time to be employed at some other place in the said  
Postal Circle or to be transferred to some other appointment in the  
Postal Department **And whereas** the said (A) \_\_\_\_\_  
\_\_\_\_\_ is required to perform public duties  
in which the public are interested and has or is liable to have  
amongst other duties to deliver at their proper addresses with all

possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup> ~~Village Postman~~ or as servant of the Postal Department **And whereas** the said

## INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has \_\_\_\_\_" should be scored out.

(3) When the whole amount is deposited at once the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than { <sup>one-fourth</sup> one-sixth } part of his pay the further sum of Rs. \_\_\_\_\_ in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words "scored out" should be initialed against the first and last word by the officer executing the bond and the two witnesses.

\*See Security Rules 3 (1) and 18.

(A) \_\_\_\_\_ has agreed

and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of his said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to

the extent of Rs. \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_

\_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than\* { <sup>one-fourth</sup> one-sixth } part of his pay the further sum of Rs. \_\_\_\_\_ in all for the purpose

of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

**And whereas** the said (A) \_\_\_\_\_ has entered

into the above bond in the penal sum of Rs. \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not

leave the said service without permission or without giving the before-mentioned three months' notice in writing and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_

in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_

with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_

\_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_ shall be

and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying of the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

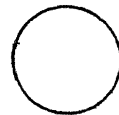
\_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_

\_\_\_\_\_ : Provided also and it is hereby agreed and declared by and between the said (A)\_\_\_\_\_ and the said Secretary of State that on the vacation by the said (A)\_\_\_\_\_ of his appointment in the Post Office Department the above-mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to him or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (A)\_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (A)\_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A)\_\_\_\_\_ or in the event of his death to his heirs executors and administrators and representatives on his or their furnishing a stamped receipt in full of all demands : Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A)\_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A)\_\_\_\_\_ .

Signed sealed and delivered by the  
above-named (A)\_\_\_\_\_

*Signature.*

Seal.



In the presence of (two  
witnesses to sign here) {

\_\_\_\_\_  
\_\_\_\_\_

s. 11.  
6.

## SECURITY BOND.

### *When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Extra Departmental Agents.]

I know all men by these presents that I (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_  
 \_\_\_\_\_ Police Station \_\_\_\_\_  
 \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
 \_\_\_\_\_ am held and firmly  
 bound unto the Secretary of State for India in Council in the sum  
 of Rupees \_\_\_\_\_  
 to be paid to the said Secretary of State his successors or assigns or  
 his or their certain attorney or attorneys for which payment well  
 and truly to be made I bind myself my heirs executors administrators  
 and representatives firmly by these presents sealed with my seal  
 dated this \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_ And I do hereby  
 for myself my heirs executors administrators and representatives  
 covenant with the said Secretary of State his successors and assigns  
 that if any suit shall be brought touching the subject-matter of this  
 obligation or the condition hereunder written in any Court subject  
 to the High Court of Judicature at \_\_\_\_\_  
 \_\_\_\_\_ other than the said High Court in its Ordinary  
 Original Civil Jurisdiction the same shall and may at the instance of  
 the said Secretary of State be removed into tried and determined by  
 the said High Court in its Extraordinary Original Jurisdiction.  
~~Whereas~~ the above bounden (A) \_\_\_\_\_  
 \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_  
 appointed to and now holds the office of \_\_\_\_\_ at  
 \_\_\_\_\_ in the \_\_\_\_\_ Postal Circle And  
 whereas by virtue of his employment in the Postal Department the  
 said (A) \_\_\_\_\_ is required  
 to perform public duties in which the public are interested and has or  
 is liable to have amongst other duties to receive deal with and dis-  
 pose of letters postcards packets parcels money orders British Postal  
 Orders Savings Bank deposits postage stamps and all other postal

articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department **And whereas** the said (A) \_\_\_\_\_

has agreed and is bound to attend at the Post Office of \_\_\_\_\_ for the purpose of discharging his duties at such times as his superior officers may appoint **And whereas** the said (A) \_\_\_\_\_ in consideration of his

said appointment has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rupees \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rupees \_\_\_\_\_

for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his **And whereas** the said (A) \_\_\_\_\_ has entered into the above bond in the penal sum of Rupees \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his.

**Now** the condition of the above written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission and shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ or any agent servant or nominee of his in proceedings against him in respect of

## INSTRUCTIONS.

(1) When the first deposit is wholly in Government securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of Rs. \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of Rs. \_\_\_\_\_ and has" should be scored out.

(3) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

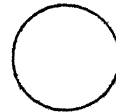
the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ or any agent servant or nominee of his then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by or on behalf of the said (A) \_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (A) \_\_\_\_\_ or any agent servant or nominee of his with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and deposited of the said Government Promissory Notes or the said sums of money disposed as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid to the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_: Provided also and it is hereby agreed and declared by the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (A) \_\_\_\_\_ of his appointment in the Post Office Department the abovementioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to him or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (A) \_\_\_\_\_ or any agent servant or nominee of his and which may not have been discovered until after the vacation of his appointment by the said (A) \_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said Bond against the said (A) \_\_\_\_\_ in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A) \_\_\_\_\_

Signed sealed and delivered by the  
above-named (A) \_\_\_\_\_

*Signature.*

Seal.



In the presence of (two  
witnesses to sign here).

{ \_\_\_\_\_  
\_\_\_\_\_



Appx. No. 11.  
Form 6a.

## SECURITY BOND.

### *When the Security is in Government Promissory Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed jointly by a person depositing security in Government Promissory Notes or opening a security deposit account in the Post Office Savings Bank on behalf of a Deputy or Assistant Postmaster, Sub or Branch Postmaster, Clerk in a Post Office, Record Clerk, Accountant, or Sorter of the Railway Mail Service, probationer (paid or unpaid) or a candidate as well as by the postal official or candidate himself.]

A=Person  
giving security  
on behalf of  
postal servant.

Know all men by these presents that we (A) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_

of Village \_\_\_\_\_ Police Station \_\_\_\_\_

Post Office \_\_\_\_\_ District \_\_\_\_\_

and (B) \_\_\_\_\_

B=Postal  
servant on  
whose behalf  
security is given.

son of \_\_\_\_\_

of Village \_\_\_\_\_ Police Station \_\_\_\_\_

\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ are held and firmly bound unto the  
Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid to the said Secretary  
of State his successors or assigns or his or their certain attorney or  
attorneys for which payment well and truly to be made we bind  
ourselves our heirs executors administrators and representatives  
firmly by these presents sealed with our seals dated this \_\_\_\_\_  
day of \_\_\_\_\_ 189\_\_\_\_ And we do hereby for ourselves our heirs

executors administrators and representatives covenant with the said  
Secretary of State his successors and assigns that if any suit shall be  
brought touching the subject-matter of this obligation or the condi-  
tion hereunder written in any Court subject to the High Court of  
Judicature at \_\_\_\_\_ other than the said High Court in  
its Ordinary Original Civil Jurisdiction the same shall and may at the  
instance of the said Secretary of State be removed into tried and  
determined by the said High Court in its Extraordinary Original  
Jurisdiction ~~Whereas~~ (B) \_\_\_\_\_ was on the

\_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_ appointed to and now holds

the office of \_\_\_\_\_ at \_\_\_\_\_  
 in the \_\_\_\_\_ Postal Circle **And whereas**  
 the said (B) \_\_\_\_\_ is liable at  
 any time to be transferred to some other appointment in the Postal  
 Department **And whereas** by virtue of his employment in the Postal  
 Department the said (B) \_\_\_\_\_ is required to perform  
 public duties in which the public are interested and has or is liable  
 to have amongst other duties to receive deal with and dispose of  
 letters postcards packets parcels money orders British Postal Orders  
 Savings Bank deposits postage stamps and all other postal articles  
 whatsoever in accordance with the rules thereto relating prescribed  
 from time to time by the Government of India the Director General  
 of the Post Office or the Head of the Postal Circle in which he is  
 employed and truly to account for all moneys that come or ought to  
 come to his hands as a servant of the Postal Department **And**  
**whereas** the said (B) \_\_\_\_\_ has agreed and is  
 bound to attend for the purpose of discharging his duties at such  
 times and places as his superior officers may appoint and has further  
 agreed to remain in the service of the Government of India in the  
 Postal Department until he shall have given at least three months'  
 notice in writing to his immediate official superior of his intention  
 to leave the said service and until the period so to be limited in such  
 notice shall have expired **And whereas** the said (A) \_\_\_\_\_  
 \_\_\_\_\_ in consideration of the appointment of the  
 said (B) \_\_\_\_\_ has delivered to  
 and endorsed over to the head of the \_\_\_\_\_  
 Postal Circle Government securities to the extent of R \_\_\_\_\_  
 \_\_\_\_\_ and has deposited as security in the Post Office  
 Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the  
 sum of R \_\_\_\_\_ and has agreed to deposit  
 as security in the Post Office Savings Bank by monthly instalments  
 of not less than R \_\_\_\_\_  
 the further sum of R \_\_\_\_\_  
 in all for the purpose of securing and indemnifying the said Secre-  
 tary of State his successors and assigns and the Government of India  
 against all loss which he or they or the Government of India may or  
 can in any way suffer by reason of the acts or defaults of the said (B)  
 \_\_\_\_\_ **And whereas** the said (A) \_\_\_\_\_  
 \_\_\_\_\_ and the said (B) \_\_\_\_\_ have  
 entered into the above bond in the penal sum of R \_\_\_\_\_  
 conditioned for the due performance by the said (B) \_\_\_\_\_  
 \_\_\_\_\_ of the duties of his said office and of all other

INSTRUC-  
TIONS.

(1) When the first deposit is wholly in Government Securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government Securities to the extent of R \_\_\_\_\_ and has" should be scored out.

(3) When the whole amount is deposited at once, the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than R \_\_\_\_\_ the further sum of R \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (B) \_\_\_\_\_

~~Now~~ the condition of the above-written bond is such that if the said (B) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before mentioned three months' notice in writing and if the said (A) \_\_\_\_\_

\_\_\_\_\_ or the said (B) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (B) \_\_\_\_\_

in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (B) \_\_\_\_\_

then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_

\_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_

Postal Circle by the said (A) \_\_\_\_\_

\_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_

Postal Circle by the said (A) \_\_\_\_\_

\_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_

\_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to

time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the\_\_\_\_\_

\_\_\_\_\_Postal Circle if he shall think fit to the said (A) \_\_\_\_\_; Provided also and it is hereby agreed and declared by and between the said (A)\_\_\_\_\_

\_\_\_\_\_and the said Secretary of State that on the vacation by the said (B)\_\_\_\_\_of his appointment in the Post Office Department the above mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to the said (A)\_\_\_\_\_

\_\_\_\_\_or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the\_\_\_\_\_Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (B)\_\_\_\_\_and which may not have been discovered until after the vacation of his appointment by the said (B)\_\_\_\_\_and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A)\_\_\_\_\_

\_\_\_\_\_or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A)\_\_\_\_\_and (B)\_\_\_\_\_

\_\_\_\_\_or either of them in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money

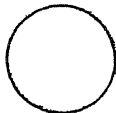
deposited as security in the Post Office Savings Bank to the said

(A) \_\_\_\_\_

Signed sealed and delivered  
by the above-named (A)

\_\_\_\_\_  
*Signature.*

Seal.



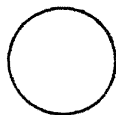
In the presence of (two  
witnesses to sign here).

{ \_\_\_\_\_  
\_\_\_\_\_

Signed sealed and deli-  
vered by the above-named (B)

\_\_\_\_\_

Seal.



In the presence of (two  
witnesses to sign here).

{ \_\_\_\_\_  
\_\_\_\_\_

## SECURITY BOND.

Appx. No 11  
Form 6b.*When the Security is in Government Promissory  
Notes or Cash.*

[The amount of the bond is to be written in words throughout]

[To be executed jointly by a person depositing security in Government Promissory Notes or opening a security deposit account in the Post Office Savings Bank on behalf of a Postman or Village Postman as well as by the Postman or Village Postman himself.]

Know all men by these presents that we (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_  
 and (B) \_\_\_\_\_ son of \_\_\_\_\_  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_

A = Person giving security on behalf of Postal servant.  
 B = Postal servant on whose behalf security is given.

are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees \_\_\_\_\_  
 to be paid to the said Secretary of State his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_\_  
 and we do hereby for ourselves our heirs executors administrators and representatives covenant with the said Secretary of State his successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at \_\_\_\_\_  
 \_\_\_\_\_ other than the said High Court in its Ordinary Original Civil Jurisdiction the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction

~~Whereas~~ (B) \_\_\_\_\_  
 was on the \_\_\_\_\_  
 day of \_\_\_\_\_ 189 \_\_\_\_\_ appointed a \_\_\_\_\_  
 \_\_\_\_\_  
 Postal Circle and is at present employed at \_\_\_\_\_  
 the said (B) \_\_\_\_\_ is liable at any time to be

Postman  
Village Postman

And whereas

INSTRUC-  
TIONS

(1) When the first deposit is wholly in Government Securities, the words "and has deposited as security in the Post Office Savings Bank with the Head of the Postal Circle the sum of R" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the Postal Circle Government Securities to the extent of R" and has" should be scored out.

(3) When the whole amount is deposited at once, the word, "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments, of not less than R" the further sum of R" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last word by the officer executing the bond and the two witnesses.

employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Postal Department

And whereas the said (B) \_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters postcards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such \_\_\_\_\_ or as servant of the Postal Department

And whereas the said (B) \_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired And whereas the said (A) \_\_\_\_\_

\_\_\_\_\_ in consideration of the appointment of the said (B) \_\_\_\_\_ has delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_

\_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than R \_\_\_\_\_ the further sum of R \_\_\_\_\_ in all for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_ And whereas the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_ have entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by the said (B) \_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (B) \_\_\_\_\_

Now the condition of the above-written bond is such that if the said

(B) \_\_\_\_\_ shall while he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-mentioned three months' notice in writing and if the said (A) \_\_\_\_\_ or the said (B) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (B) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (B) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby declared and agreed by the said (A) \_\_\_\_\_ with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle by the said (A) \_\_\_\_\_ shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the time being as security to the said Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_ with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Government of India as the case may require but nevertheless the interest of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_ : Provided also and it is



hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (B) \_\_\_\_\_ of his appointment in the Post Office Department the above-mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (B) \_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (B) \_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors and administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ or either of them in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A) \_\_\_\_\_

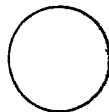
Signed sealed and delivered by the above-named (A) \_\_\_\_\_

*Signature.*

Seal.

In the presence of  
(two witnesses to sign  
here).

{ \_\_\_\_\_  
\_\_\_\_\_



Signed sealed and delivered by the above-named (B) \_\_\_\_\_

In the presence of  
(two witnesses to sign  
here).

{ \_\_\_\_\_  
\_\_\_\_\_

## SECURITY BOND.

Appx. N. 11  
Form 6a.*When the Security is in Government Promissory  
Notes or Cash.*

[The amount of the bond is to be written in words throughout.]

[To be executed jointly by a person depositing security in Government Promissory Notes or opening a security deposit account in the Post Office Savings Bank on behalf of a Postal servant, such as an Overseer, Mail Peon, coachman, or bullock train guard, who is required to convey or escort cash as well as by the postal servant himself.]

**Know** all men by these presents that we (A) \_\_\_\_\_ A = Person  
\_\_\_\_\_ son of \_\_\_\_\_ giving security on behalf  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_ of Postal servant.  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
and (B) \_\_\_\_\_ son of \_\_\_\_\_ of B = Postal  
Village \_\_\_\_\_ Police Station \_\_\_\_\_ servant on  
Office \_\_\_\_\_ District \_\_\_\_\_ whose behalf  
\_\_\_\_\_ are security is  
held and firmly bound unto the Secretary of State for India in given.  
Council in the sum of Rupees \_\_\_\_\_  
to be paid to the said Secretary of State his successors or assigns or  
his or their certain attorney or attorneys for which payment well  
and truly to be made we bind ourselves our heirs executors adminis-  
trators and representatives firmly by these presents sealed with our  
seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_\_. And we do  
hereby for ourselves our heirs executors administrators and repre-  
sentatives covenant with the said Secretary of State his successors  
and assigns that if any suit shall be brought touching the subject-  
matter of this obligation or the condition hereunder written in any  
Court subject to the High Court of Judicature at \_\_\_\_\_  
other than the said High Court in its Ordinary Original Civil Juris-  
diction the same shall and may at the instance of the said Secretary  
of State be removed into tried and determined by the said High  
Court in its Extraordinary Original Jurisdiction ~~Whereas~~ (B) \_\_\_\_\_  
\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 189\_\_\_\_\_ appointed to and now holds the office of  
\_\_\_\_\_ at \_\_\_\_\_ in the

# INSTRUC- TIONS.

(1) When the first deposit is wholly in Government Securities, the words "and has deposited as Security in the Post Office Savings Bank with the \_\_\_\_\_ Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_" should be scored out.

(2) When the first deposit is wholly in cash, the words "delivered to and endorsed over to the Head of the \_\_\_\_\_ Postal Circle Government Securities to the extent of R \_\_\_\_\_ and has" should be scored out.

(3) When the whole amount is deposited at once, the words "and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than R \_\_\_\_\_ the further sum of R \_\_\_\_\_" should be scored out in addition to any alteration that may have to be made in accordance with the preceding instructions.

(4) The words scored out should be initialed against the first and last words by the officer executing the bond and the two witnesses.

\_\_\_\_\_ Postal Circle *And whereas* the said (B) \_\_\_\_\_

is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Postal Department *And whereas* the said (B) \_\_\_\_\_

is required to perform public duties in which the public are interested and the duties of the said (B) \_\_\_\_\_

include the conveyance of cash between the different offices in his jurisdiction and truly to account for all moneys that shall come or ought to come to his hands as a servant of the Postal Department

*And whereas* the said (B) \_\_\_\_\_

has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired *And whereas* the said (A) \_\_\_\_\_ in consideration of the

appointment of the said (B) \_\_\_\_\_

has delivered to and endorsed over to the Head of the \_\_\_\_\_

\_\_\_\_\_ Postal Circle Government securities to the extent of R \_\_\_\_\_

\_\_\_\_\_ and has deposited as security in the Post Office Savings Bank with the Head of the \_\_\_\_\_ Postal Circle the sum of R \_\_\_\_\_

\_\_\_\_\_ and has agreed to deposit as security in the Post Office Savings Bank by monthly instalments of not less than R \_\_\_\_\_ the further sum of R \_\_\_\_\_ in all for the purpose

of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B) \_\_\_\_\_

*And whereas* the said (A) \_\_\_\_\_

and the said (B) \_\_\_\_\_

have entered into the above bond, in the penal sum of R \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by the said (B) \_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against

loss by reason of the acts or defaults of the said (B)\_\_\_\_\_

**Now** the condition of the above-written bond is such that if the said (B)\_\_\_\_\_

shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-mentioned three months' notice in writing and if the said (A)\_\_\_\_\_

or the said (B)\_\_\_\_\_

shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (B)\_\_\_\_\_

in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (B)\_\_\_\_\_ then this obligation to

be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby declared and agreed by the said (A)\_\_\_\_\_

with the said Secretary of State that all Government Promissory Notes delivered to and endorsed over to the Head of the\_\_\_\_\_

Postal Circle by the said (A)\_\_\_\_\_ and all sums of money deposited as security in the Post Office Savings Bank with the Head of the\_\_\_\_\_ Postal Circle by the said (A)\_\_\_\_\_

\_\_\_\_\_ shall be and remain with the said Head of the\_\_\_\_\_ Postal Circle for the time being as security to the said

Secretary of State his successors and assigns for the purpose of securing and indemnifying the said Secretary of State his successors and assigns and the Government of India against all loss which he or they or the Government of India may or can in any way suffer by reason of the acts or defaults of the said (B)\_\_\_\_\_

with full power to the said Secretary of State his successors or assigns or his or their officers or servants duly authorised in that behalf from time to time as occasion shall require to realise sell confiscate and dispose of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank or a sufficient portion thereof or the interest thereon and to apply the proceeds thereof in and towards the indemnity as aforesaid of the said Secretary of State his successors or assigns or the Govern-

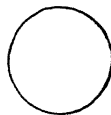
ment of India as the case may require but nevertheless the interest of the said Government Promissory Notes or of the said sums of money deposited as security in the Post Office Savings Bank may in the meantime be paid over as the same shall be realised by the said Head of the \_\_\_\_\_ Postal Circle if he shall think fit to the said (A) \_\_\_\_\_ Provided also and it is hereby agreed and declared by and between the said (A) \_\_\_\_\_ and the said Secretary of State that on the vacation by the said (B) \_\_\_\_\_ of his appointment in the Post Office Department the above-mentioned Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be at once returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives but shall be and remain with the said Head of the \_\_\_\_\_ Postal Circle for the term of six months as security against any loss that may have been incurred by the said Secretary of State owing to the acts or defaults of the said (B) \_\_\_\_\_ and which may not have been discovered until after the vacation of his appointment by the said (B) \_\_\_\_\_ and on the expiration of the said six months the said Government Promissory Notes and the said sums of money deposited as security in the Post Office Savings Bank shall only be returned to the said (A) \_\_\_\_\_ or in the event of his death to his heirs executors administrators and representatives on his or their furnishing a stamped receipt in full of all demands: Provided lastly that the return at any time of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank shall not be deemed to affect the right of the said Secretary of State to take proceedings upon the said bond against the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ or either of them in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory Notes or the said sums of money deposited as security in the Post Office Savings Bank to the said (A) \_\_\_\_\_

Signed sealed and delivered  
by the above-named (A) \_\_\_\_\_

*Signature.*

---

Seal.



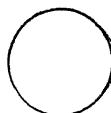
In the presence of  
(two witnesses to sign  
here).

\_\_\_\_\_  
\_\_\_\_\_

Signed sealed and delivered  
by the above-named (B)

\_\_\_\_\_

Seal.



In the presence of  
(two witnesses to sign  
here).

\_\_\_\_\_  
\_\_\_\_\_

Appx. No. 11.  
Form 7.

## PERSONAL SECURITY BOND.

*With two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Deputy and Assistant Postmasters, Sub and Branch Postmasters, Clerks in Post Offices, Record Clerks, Accountants and Sorters of the Railway Mail Service, and paid probationers.]

A = Principal.

B }  
O } = Sureties.

**Know** all men by these presents that we (A \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(B) \_\_\_\_\_  
son of \_\_\_\_\_ of Village \_\_\_\_\_  
Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ and (C) \_\_\_\_\_  
\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_  
are held and firmly bound unto the Secretary of State for India in  
Council in the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid to the said Secretary  
of State his successors or assigns or his or their certain attorney or  
attorneys for which payment well and truly to be made we bind our-  
selves our heirs executors administrators and representatives jointly  
and every two of us bind ourselves our heirs executors administrators  
and representatives jointly and each of us binds himself his heirs  
executors administrators and representatives severally firmly by these  
presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 189\_\_\_\_ And each of us the said (A) \_\_\_\_\_  
\_\_\_\_\_ and (B) \_\_\_\_\_  
\_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ doth hereby for himself his heirs  
executors administrators and representatives covenant with the said  
Secretary of State his successors and assigns that if any suit shall be  
brought touching the subject-matter of this obligation or the condi-  
tion hereunder written in any Court subject to the High Court of Judi-  
cature at \_\_\_\_\_ other than the said High Court

in its Ordinary Original Civil Jurisdiction the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_

Postal Circle ~~And whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ is liable at any time to be transferred to some other appointment in the Postal Department ~~And whereas~~ by virtue of his employment in the Postal Department the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department ~~And whereas~~ the said (A) \_\_\_\_\_

has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired ~~And whereas~~ the said

(A) \_\_\_\_\_ and the said

(B) \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_ 's sureties in that behalf have entered into the above bond in the penal sum of R \_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_



**Now** the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-mentioned three months' notice in writing and if the said (A) \_\_\_\_\_

and (B) \_\_\_\_\_

and (C) \_\_\_\_\_

shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_

in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_

then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_

nor (C) \_\_\_\_\_

shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_

and (C) \_\_\_\_\_

under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_

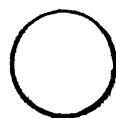
that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Signed sealed and delivered by

the above-named (A) \_\_\_\_\_

in the presence of

Seal.



*Signature of Principal.*

Appendix No. 11, page 255—

*Form 7.—For the portion of the form on this page substitute the following:—*

\_\_\_\_\_  
\_\_\_\_\_ } Two witnesses to sign here, who must also each  
note the name of his father, profession (or occupation) and residence.

Seal.

Signed sealed and delivered by  
the above-named (B)



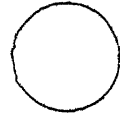
in the presence of

*Signature of first Surety who must also state his profession (or occupation).*

\_\_\_\_\_  
\_\_\_\_\_ } Two witnesses to sign here, who must also each  
note the name of his father, profession (or occupation) and residence.

Seal.

Signed sealed and delivered by  
the above-named (C)\_\_\_\_\_



in the presence of

*Signature of second Surety who must also state his profession (or occupation).*

\_\_\_\_\_  
\_\_\_\_\_ } Two witnesses to sign here, who must also each  
note the name of his father, profession (or occupation) and residence.

Certified that the bond was signed by the Sureties in my presence.

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office above the rank of postman.*

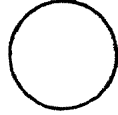
No. 177.



\_\_\_\_\_  
 \_\_\_\_\_ } Two witnesses to sign here.

Signed sealed and delivered by  
 the above-named (B) \_\_\_\_\_  
 in the presence of

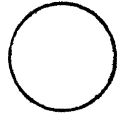
Seal.



\_\_\_\_\_  
 \_\_\_\_\_ } *Signature of first Surety.*  
 \_\_\_\_\_ } Two witnesses to sign here.

Signed sealed and delivered by  
 the above-named (C) \_\_\_\_\_  
 in the presence of

Seal.



\_\_\_\_\_  
 \_\_\_\_\_ } *Signature of second Surety.*  
 \_\_\_\_\_ } Two witnesses to sign here.

Appx. No. 11.  
Form 8.

## PERSONAL SECURITY BOND.

*With Two Sureties.*

[ The amount of the Bond is to be written in words throughout. ]

[To be executed by unpaid probationers.]

A = Principal. **Know** all men by these presents that we (A) \_\_\_\_\_

**B } = Sureties.** \_\_\_\_\_ son of \_\_\_\_\_  
C. } of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(B) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(C) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_

are held and firmly bound unto the Secretary of State for India in  
Council in the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid to the said Secretary of State his successors  
or assigns or his or their certain attorney or attorneys for which pay-  
ment well and truly to be made we bind ourselves our heirs execu-  
tors administrators and representatives jointly and every two of us  
bind ourselves our heirs executors administrators and represent-  
atives jointly and each of us binds himself his heirs executors ad-  
ministrators and representatives severally firmly by these presents  
sealed with our seals dated \_\_\_\_\_ day of \_\_\_\_\_

189\_\_\_\_ And each of us the said (A) \_\_\_\_\_  
and (B) \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ doth hereby for himself his heirs execu-  
tors administrators and representatives covenant with the said Secre-  
tary of State his successors and assigns that if any suit shall be  
brought touching the subject-matter of this obligation or the condition

hereunder written in any Court subject to the High Court of Judicature at \_\_\_\_\_ other than the said High Court in its Ordinary Original Civil Jurisdiction the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_\_ appointed to and now holds the office of a Postal unpaid probationer at \_\_\_\_\_ in the \_\_\_\_\_ Postal Circle

~~And whereas~~ the said (A) \_\_\_\_\_

is a candidate for a salaried office in the Postal Department and will be liable when appointed to any such office to be at any time transferred to some other appointment in the Postal Department

~~And whereas~~ by virtue of his employment in the Postal Department the said (A) \_\_\_\_\_

is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packet parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department ~~And whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint ~~And whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_

and (C) \_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_’s sureties in that behalf have entered into the above bond in the penal sum of Rupees \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always

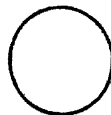
duly perform and fulfil all and every his duties aforesaid and shall not leave the service without permission or without giving three months' notice in writing and if the said (A) \_\_\_\_\_

and (B) \_\_\_\_\_

and (C) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Seal.

Signed sealed and  
delivered by the above  
named (A) \_\_\_\_\_



in the presence of

*Signature of Principal.*

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here.

Seal.

Signed sealed and  
delivered by the above  
named (B) \_\_\_\_\_



in the presence of

*Signature of first Surety*

Appendix No. 11, pages 258 and 259—

*Form 8.—For the portion of the form below line 26 on these pages substitute the following: -*

Signed, sealed and  
delivered by the above-  
named (A) ————

Seal.



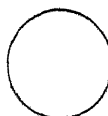
in the presence of

*Signature of Principal*

Two witnesses to sign here, who  
must also each note the name of  
his father, profession (or occupa-  
tion and residence.

Signed, sealed and  
delivered by the above-  
named (B) ————

Seal.



in the presence of

*Signature of first Surety, who must also  
state his profession (or occupation.)*

Two witnesses to sign here, who  
must also each note the name of  
his father, profession (or occupa-  
tion) and residence.

Signed, sealed and  
delivered by the above-  
named (C) ————

Seal.



in the presence of

*Signature of second Surety, who must also  
state his profession (or occupation.)*

Two witnesses to sign here, who  
must also each note the name of  
his father, profession (or occupa-  
tion) and residence.

Certified that the bond was signed by the Sureties in my  
presence.

*Signature and designation of postal officer who  
must not be the principal and must hold an ap-  
pointment in the Post Office above the rank of  
postman.*

No. 178.

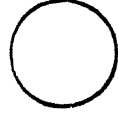




\_\_\_\_\_  
 \_\_\_\_\_ } Two witnesses to sign here.

Signed sealed and  
 delivered by the above-  
 named (C) \_\_\_\_\_

Seal.



*Signature of second Surety.*

in the presence of

\_\_\_\_\_  
 \_\_\_\_\_ } Two witnesses to sign here.

APPX No 11.  
Form 9.

## PERSONAL SECURITY BOND.

### *With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by candidates for Acting Postmastership  
(Sub or Branch) or Clerkships.]

A=Principal.

} - Sureties.

**Know** all men by these presents that we (A) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(B) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
(C) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_

are held and firmly bound unto the Secretary of State for India in  
Council in the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ to be paid to the said Secretary of State his successors  
or assigns or his or their certain attorney or attorneys for which pay-  
ment well and truly to be made we bind ourselves our heirs execu-  
tors administrators and representatives jointly and every two of us  
bind ourselves our heirs executors administrators and represent-  
atives jointly and each of us binds himself his heirs executors  
administrators and representatives severally firmly by these presents  
sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_

189\_\_\_\_ And each of us the said (A) \_\_\_\_\_  
and (B) \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ doth hereby for himself his heirs execu-  
tors administrators and representatives covenant with the said Secre-  
tary of State his successors and assigns that if any suit shall be  
brought touching the subject-matter of this obligation or the condition  
hereunder written in any Court subject to the High Court of Judicature  
at \_\_\_\_\_ other than the said High Court in its

Ordinary Original Civil Jurisdiction the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction ~~Whereas~~ the said (A)\_\_\_\_\_

is a candidate for a salaried office in the Postal Department and will be liable when appointed to any such office to be at any time transferred to some other appointment in the Postal Department ~~And whereas~~ by virtue of his employment in the Postal Department the said (A)\_\_\_\_\_

is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director-General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department ~~And whereas~~ the said (A)\_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint ~~And whereas~~ the said (A)\_\_\_\_\_

\_\_\_\_\_ and the said (B)\_\_\_\_\_ and (C)\_\_\_\_\_ as his the said (A)\_\_\_\_\_

\_\_\_\_\_ 's sureties in that behalf have entered into the above bond in the penal sum of Rupees\_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A)\_\_\_\_\_

of the duties of his said office and of all other the duties which may lawfully be required of him and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

**Now** the condition of the above-written bond is such that if the said (A)\_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the service without permission or without giving three months' notice in writing and if the said (A)\_\_\_\_\_

\_\_\_\_\_ and (B)\_\_\_\_\_ and (C)\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said

Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Seal.

Appendix No. 11, page 262—

*Form 9.—For the portion of the form below line 19 substitute the following:—*

Signed, sealed and  
delivered by the above-  
name \_\_\_\_\_

Seal



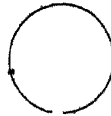
Signature of Principal.

in the presence of

Two witnesses to sign here,  
who must also each note the  
name of his father, profes-  
sion (or occupation) and  
residence.

Sealed and  
delivered by the above-  
name \_\_\_\_\_

Seal.



Signature of first Surety, who must also  
state his profession (or occupation)

Two witnesses to sign here,  
who must also each note the

## PERSONAL SECURITY BOND.

*With two Sureties.*

[The amount of the bond is to be written in words throughout.]

Appx. No. 11.  
Form 10.

[To be executed by postal servants, such as overseers, mail peons, coachmen, and bullock train guards, who are required to convey or escort cash.]

Know all men by these presents that we (A) \_\_\_\_\_ A = Principal.  
 \_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_ B } = Sureties  
 Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_  
 and (B) \_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_  
 \_\_\_\_\_ Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_  
 and (C) \_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_  
 \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_  
 \_\_\_\_\_ are held and firmly bound unto the Secretary of State  
 for India in Council in the sum of Rupees \_\_\_\_\_  
 \_\_\_\_\_ to be  
 paid to the said Secretary of State his successors or assigns or his  
 or their certain attorney or attorneys for which payment well and truly  
 to be made we bind ourselves our heirs executors administrators and  
 representatives jointly and every two of us bind ourselves our heirs  
 executors administrators and representatives jointly and each of us  
 binds himself his heirs executors administrators and representatives  
 severally firmly by these presents sealed with our seals dated  
 this \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_ And each of us the  
 said (A) \_\_\_\_\_  
 and (B) \_\_\_\_\_  
 and (C) \_\_\_\_\_  
 doth hereby for himself his heirs executors administrators and  
 representatives covenant with the said Secretary of State his

Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Appendix No. 11, page 262—

*Form 9.—For the portion of the form below line 19 substitute the following:—*

Signed sealed and  
delivered by the above-  
named \_\_\_\_\_

Seal.

Seal

Seal.

*Signature of Principal*

In the presence of

Two witnesses to sign here,  
who must also each note the  
name of his father, profes-  
sion (or occupation) and  
residence

Seal

Seal.

Signed sealed and  
delivered by the above-

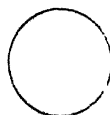
*Signature of first Surety, who must also  
state his profession (or occupation)*

Two witnesses to sign here,  
who must also each note the

\_\_\_\_\_ } name of his father, profes-  
sion (or occupation) and  
residence

Signed, sealed and  
delivered by the above-  
named (C) \_\_\_\_\_

Seal



*Signature of second Surety, who must also  
state his profession (or occupation)*  
in the presence of

\_\_\_\_\_ } Two witnesses to sign here,  
who must also each note the  
name of his father, profes-  
sion (or occupation) and  
residence  
\_\_\_\_\_

Certified that the bond was signed by the Sureties in my  
presence.

*Signature and designation of postal officer  
who must not be the principal and must hold  
an appointment in the Post Office above the  
rank of postman*

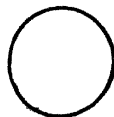
No 179



Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Seal.

Signed sealed and  
delivered by the above-  
named (A) \_\_\_\_\_



Signature of Principal.

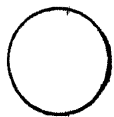
in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here.

Seal.

Signed sealed and  
delivered by the above-  
named (B) \_\_\_\_\_



Signature of first Surety.

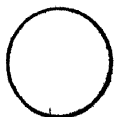
in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here.

Seal.

Signed sealed and  
delivered by the above-  
named (C) \_\_\_\_\_



Signature of second Surety.

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here.



successors and assigns that if any suit shall be brought touching the subject-matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at \_\_\_\_\_

\_\_\_\_\_ other than the said High Court in its Ordinary Original Civil Jurisdiction the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_\_ appointed to and now holds the office of \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_

Postal Circle ~~And whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Postal Department ~~And whereas~~ the said (A) \_\_\_\_\_

is required to perform public duties in which the public are interested and the duties of the said (A) \_\_\_\_\_

\_\_\_\_\_ include the conveyance of cash between the different Offices in his jurisdiction and truly to account for all moneys that shall come or ought to come to his hands as a servant of the Postal Department ~~And whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired ~~and whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_ 's sureties in that behalf have entered into the above bond in the penal sum of Rupees \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

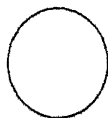
**Now** the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before mentioned three months' notice in writing and if the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Appendix No. 11, pages 265 and 265 -

*Form 10.—For the portion of the form below line 29 on these pages substitute the following:—*

Signed, sealed and delivered by the above-named (A) \_\_\_\_\_

Seal.



*Signature of Principal*

In the presence of

Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Seal.



in the presence of

*Signature of first Surety, who  
must also state his profession  
(or occupation).*

Signed, sealed and  
delivered by the  
above-named (C) —

— — — — —  
} Two witnesses to sign here  
} who must also each note the  
} name of his father, profes-  
} sion (or occupation) and  
} residence

Seal



in the presence of

*Signature of second Surety, who  
must also state his profession  
(or occupation)*

— — — — —  
} Two witnesses to sign here,  
} who must also each note the  
} name of his father, profes-  
} sion (or occupation) and  
} residence.

Certified that the bond was signed by the Sureties in my  
presence.

*Signature and designation of postal  
officer who must not be the principal and  
must hold an appointment in the Post Office  
above the rank of postman*

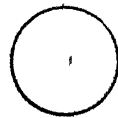
No 186.



**Now** the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before mentioned three months' notice in writing and if the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared that neither the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Signed sealed and  
delivered by the  
above-named (A) \_\_\_\_\_

Seal.



*Signature of Principal.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here.



Signed sealed and  
delivered by the  
above-named (B)

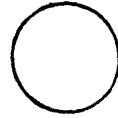
\_\_\_\_\_  
*Signature of first Surety.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here.

Seal.



Signed sealed and  
delivered by the  
above-named (C)

\_\_\_\_\_  
*Signature of second Surety.*

in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here.

Seal.



## PERSONAL SECURITY BOND.

Appx. No. 1.  
Form 11.*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Postmen and Village Postmen.]

**Know** all men by these presents that we (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_ A = Principal.  
 \_\_\_\_\_ of Village \_\_\_\_\_ Police Sta- B } Sureties.  
 tion \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ and (B) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_  
 Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_  
 and (C) \_\_\_\_\_  
 son of \_\_\_\_\_ of Village \_\_\_\_\_  
 Police Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_  
 are held and firmly bound unto the Secretary of State for India  
 in Council in the sum of Rupees \_\_\_\_\_  
 \_\_\_\_\_ to be paid to the said Secretary of State his succes-  
 sors or assigns or his or their certain attorney or attorneys for which  
 payment well and truly to be made we bind ourselves our heirs  
 executors administrators and representatives jointly and every two  
 of us bind ourselves our heirs executors administrators and represent-  
 atives jointly and each of us binds himself his heirs executors  
 administrators and representatives severally firmly by these presents  
 sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_ 189\_\_\_\_ And each of us the said (A) \_\_\_\_\_  
 \_\_\_\_\_ and (B) \_\_\_\_\_  
 \_\_\_\_\_ and (C) \_\_\_\_\_  
 doth hereby for himself his heirs executors administrators and re-  
 presentatives covenant with the said Secretary of State his successors  
 and assigns that if any suit shall be brought touching the subject-  
 matter of this obligation or the condition hereunder written in any  
 Court subject to the High Court of Judicature at \_\_\_\_\_  
 \_\_\_\_\_ other than the said High Court in its Ordinary Original Civil  
 jurisdiction the same shall and may at the instance of the said Secre-

tary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction **Whereas** the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ 189\_\_\_\_\_ appointed a <sup>Postman</sup><sub>Village Postman</sub> in the \_\_\_\_\_

Postal Circle and is at present employed at \_\_\_\_\_

**And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ is liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Postal Department **And whereas**

the said (A) \_\_\_\_\_ is required to perform public duties in which the public are interested

and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters post-cards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup><sub>Village Postman</sub> or as a servant of the Postal Department **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired **And whereas** the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_ 's sureties in that behalf have entered into the above bond in the penal sum of Rupees \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above-written bond is such that if the

said (A) \_\_\_\_\_ shall whilst he shall be employed as a <sup>Postman</sup><sub>Village Postman</sub> in the said Postal Circle or in any other appointment in the Post Office Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-mentioned three months' notice in writing and if the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_ and (C) \_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither of them the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Signed sealed and  
delivered by the above-  
named (A) \_\_\_\_\_

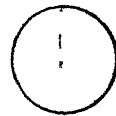
in the presence of

\_\_\_\_\_

Signature of Principal.

Two witnesses to sign here.

Seal.



Appendix No. 11, pages 269 and 270—

*Form 11.*—For the portion of the form below line 32 on these pages, substitute the following :—

Signed sealed and delivered by the above-named (A) \_\_\_\_\_

Seal.



*Signature of Principal.*

in the presence of \_\_\_\_\_

\_\_\_\_\_ } Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Signed sealed and delivered by the above-named (B) \_\_\_\_\_

Seal.

*Signature of first Surety, who must also state his profession (or occupation).*

in the presence of \_\_\_\_\_

\_\_\_\_\_ } Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Signed sealed and delivered by the above-named (C) \_\_\_\_\_

Seal.



*Signature of second Surety, who must also state his profession (or occupation).*

in the presence of \_\_\_\_\_

\_\_\_\_\_ } Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Certified that the bond was signed by the Sureties in my presence.

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office above the rank of postman.*

## PERSONAL SECURITY BOND.

Appx. No. 11.  
Form 11a.*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Candidate Postmen and Village Postmen.]

**Know** all men by these presents that we (A) \_\_\_\_\_ A—Principal  
 \_\_\_\_\_ son of \_\_\_\_\_ B } Sureties.  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
 (B) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_ and  
 (C) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_  
 are held and firmly bound unto the Secretary of State for India in  
 Council in the sum of Rupees \_\_\_\_\_  
 \_\_\_\_\_ to be paid to the said Secretary of State his successors  
 or assigns or his or their certain attorney or attorneys for which pay-  
 ment well and truly to be made we bind ourselves our heirs execu-  
 tors administrators and representatives jointly and every two of us  
 bind ourselves our heirs executors administrators and representa-  
 tives jointly and each of us binds himself his heirs executors  
 administrators and representatives severally firmly by these presents  
 sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_  
 189—And each of us the said (A) \_\_\_\_\_  
 and (B) \_\_\_\_\_ and (C) \_\_\_\_\_  
 \_\_\_\_\_ doth hereby for himself his heirs execu-  
 tors administrators and representatives covenant with the said Secre-  
 tary of State his successors and assigns that if any suit shall be  
 brought touching the subject-matter of this obligation or the condition  
 hereunder written in any Court subject to the High Court of Judicature  
 at \_\_\_\_\_ other than the said High Court in its  
 Ordinary Original Civil Jurisdiction the same shall and may at the

instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ is a candidate for the appointment of a <sup>Postman</sup>  
Village Postman in the \_\_\_\_\_ Postal Circle and when appointed to such an office will be liable at any time to be employed at some other place in the said Postal Circle or to be transferred to some other appointment in the Postal Department ~~And whereas~~ by virtue of his employment in the Postal Department the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters post-cards packets documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to pay amounts of money orders in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup>  
Village Postman or as a servant of the postal Department ~~And whereas~~ the said (A) \_\_\_\_\_

has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint

~~And whereas~~ the said (A) \_\_\_\_\_ and the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ as his the said (A) \_\_\_\_\_

\_\_\_\_\_ 's sureties in that behalf have entered into the above bond in the penal sum of Rupees \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ of the duties of his said office and of all other the duties which may lawfully be required of him and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_

**Now** the condition of the above-written bond is such that if the said (A) \_\_\_\_\_ shall whilst he

shall be employed as a <sup>Postman</sup>  
Village Postman in the said Postal Circle or in any other appointment in the Post Office Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving three months' notice in writing and if the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_

\_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ shall indemnify the said Secretary of State his

successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue : Provided always and it is hereby agreed and declared that neither of them the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Appendix No. 11, pages 273 and 274 :—

*Form 11A.—For the portion of the form below line 22 on these pages substitute the following :—*

Signed, sealed and delivered by the above-named (A) \_\_\_\_\_

Seal.



in the presence of

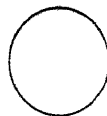
*Signature of Principal.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Signed, sealed and delivered by the above-named (B) \_\_\_\_\_

Seal



in the presence of

*Signature of first Surety, who must also state his profession (or occupation).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Signed, sealed and

Seal.





Appendix No. 11, pages 273 and 274:—

*Form 11 A.—For the portion of the form below line 22 on these pages substitute the following:—*

Signed, sealed and  
delivered by the above-  
named (A) \_\_\_\_\_

Seal.



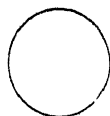
in the presence of

*Signature of Principal.*

\_\_\_\_\_  
Two witnesses to sign here,  
who must also each note the  
name of his father, profes-  
sion (or occupation) and  
residence.  
\_\_\_\_\_

Signed, sealed and  
delivered by the above-  
named (B) \_\_\_\_\_

Seal



in the presence of

*Signature of first Surety,  
who must also state his  
profession (or occupation).*

\_\_\_\_\_  
Two witnesses to sign here,  
who must also each note the  
name of his father, profes-  
sion (or occupation) and  
residence.  
\_\_\_\_\_

Signed, sealed and  
delivered by the above-  
named (C) \_\_\_\_\_

Seal.



in the presence of

*Signature of second Surety,  
who must also state his  
profession (or occupation).*

\_\_\_\_\_  
Two witnesses to sign here,  
who must also each note the  
name of his father, profes-  
sion (or occupation) and  
residence.  
\_\_\_\_\_

Certified that the bond was signed by the Sureties in  
my presence.

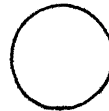
*Signature and designation of postal  
officer who must not be the principal  
and must hold an appointment in the  
Post Office above the rank of postman.*

No. 182



successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_ then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue. Provided always and it is hereby agreed and declared that neither of them the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Seal.



Signed sealed and  
delivered by the above-  
named (A) \_\_\_\_\_

in the presence of  
Signed  
delivered by  
named (A) \_\_\_\_\_

Signature of Principal.

Two witnesses to sign here.

Seal



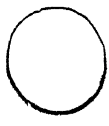
Signed sealed and  
delivered by the above-  
named (B) \_\_\_\_\_  
in the presence of

Signature of first Surety.

Two witnesses to sign here.

Signed sealed and  
delivered by the above-  
named (C) \_\_\_\_\_  
in the presence of

Seal.



*Signature of Second Surety.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here.

## PERSONAL SECURITY BOND.

Appx. No. 11  
Form 12.*With Two Sureties.*

[The amount of the bond is to be written in words throughout.]

[To be executed by Acting Postmen and Village Postmen.]

Know all men by these presents that we (A) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_  
 of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_  
 and (B) \_\_\_\_\_ son of \_\_\_\_\_  
 \_\_\_\_\_ of Village \_\_\_\_\_ Police  
 Station \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ and (C) \_\_\_\_\_  
 \_\_\_\_\_ son of \_\_\_\_\_ of  
 Village \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_  
 are held and firmly bound unto the Secretary of State for India in  
 Council in the sum of Rupees \_\_\_\_\_  
 \_\_\_\_\_ to be paid to the said Secretary of State his succes-  
 sors or assigns or his or their certain attorney or attorneys for which  
 payment well and truly to be made we bind ourselves our heirs exe-  
 cutors administrators and representatives jointly and every two of us  
 bind ourselves our heirs executors administrators and representatives  
 jointly and each of us binds himself his heirs executors administrators  
 and representatives severally firmly by these presents sealed with  
 our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 189 \_\_\_\_\_ and each of us  
 the said (A) \_\_\_\_\_ and (B) \_\_\_\_\_  
 \_\_\_\_\_ and (C) \_\_\_\_\_  
 \_\_\_\_\_ doth hereby for himself his  
 heirs executors administrators and representatives covenant with the  
 said Secretary of State his successors and assigns that if any suit  
 shall be brought touching the subject-matter of this obligation or the  
 condition hereunder written in any Court subject to the High Court  
 of Judicature at \_\_\_\_\_ other than the said High Court  
 in its Ordinary Original Civil jurisdiction the same shall and may at

the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_

\_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_\_ temporarily appointed a <sup>Postman</sup><sub>Village Postman</sub> in the \_\_\_\_\_ Postal Circle and is at present employed at \_\_\_\_\_

~~Whereas~~ the said (A) \_\_\_\_\_ And is liable to be thrown out of employment by the return to duty of the permanent incumbent of the post now held by him and he is also liable to be again appointed to officiate at any time either temporarily or permanently either at the same place or at some other place in the said Postal Circle or to be transferred to some other appointment temporary or permanent in the Postal Department And ~~whereas~~ the said (A) \_\_\_\_\_

is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to deliver at their proper addresses with all possible despatch all letters post-cards documents and parcels which may from time to time be entrusted to him for distribution to recover postage that may lawfully be due and to deliver money orders with the amounts thereof in cash or by cheque and truly to account for all moneys that shall come or ought to come to his hands as such <sup>Postman</sup><sub>Village Postman</sub> or as a servant of the Postal Department And ~~whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ has agreed and is bound to attend for the purpose of discharging his duties at such times and places as his superior officers may appoint and has further agreed to remain in the service of the Government of India in the Postal Department until he shall have given at least three months' notice in writing to his immediate official superior of his intention to leave the said service and until the period so to be limited in such notice shall have expired And ~~whereas~~ the said (A) \_\_\_\_\_

\_\_\_\_\_ and the said (B) \_\_\_\_\_  
\_\_\_\_\_ and (C) \_\_\_\_\_

as his the said (A) \_\_\_\_\_'s sureties in that behalf have entered into the above bond in the penal sum of Rupees \_\_\_\_\_

\_\_\_\_\_ conditioned for the due performance by him the said (A) \_\_\_\_\_ of the duties attaching to the office for the time being held by him in the Postal Department and of all other the duties which may law-

fully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A)\_\_\_\_\_

\_\_\_\_\_ Now the condition of the above-written bond is such that if the said (A)\_\_\_\_\_

\_\_\_\_\_ shall whilst he shall be employed either temporarily or permanently as a <sup>Postman</sup><sub>Village Postman</sub> in the said\_\_\_\_\_

\_\_\_\_\_ Postal Circle or in any other appointment in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission or without giving the before-mentioned three months' notice in writing and if the said (A)\_\_\_\_\_

\_\_\_\_\_ (B)\_\_\_\_\_ and (C)\_\_\_\_\_

shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A)\_\_\_\_\_ in

proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A)\_\_\_\_\_ then this

obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always and it is hereby agreed and declared that neither of them the said (B)\_\_\_\_\_

\_\_\_\_\_ nor (C)\_\_\_\_\_

\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of the said (B)\_\_\_\_\_

\_\_\_\_\_ and (C)\_\_\_\_\_

\_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A)\_\_\_\_\_

\_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months and it is hereby further agreed and declared that the liability of the said sureties shall not be in any way affected by any change in the appointment held by the said (A)\_\_\_\_\_

\_\_\_\_\_ or by the fact of his being from time to time thrown out of employment and again appointed to the same or some other



post but such liability shall (subject as aforesaid) continue in force until the said (A) \_\_\_\_\_ shall finally quit the service of Government in the Post Office Department or shall die.

Appendix No. 11, page 278:—

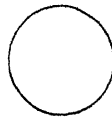
*Form 12.—For the portion of the form below line 4 on this page substitute the following:—*

Signed, sealed and delivered by the above-named (A) \_\_\_\_\_

*Signature of Principal.*

in the presence of

Seal.



Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Signed, sealed and delivered by the above-named (B) \_\_\_\_\_

*Signature of first Surety, who must also state his profession (or occupation)*

in the presence of

Seal.



Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Signed, sealed and delivered by the above-named (C) \_\_\_\_\_

*Signature of Second Surety, who must also state his profession (or occupation).*

in the presence of

Seal.



Two witnesses to sign here, who must also each note the name of his father, profession (or occupation) and residence.

Certified that the bond was signed by the Sureties in my presence,

*Signature and designation of postal officer who must not be the principal and must hold an appointment in the Post Office*

## PERSONAL SECURITY BOND.

Appx. No. 11.  
Form 18.*With Two Sureties.*

[ The amount of the bond is to be written in words throughout. ]

[ To be executed by Extra-Departmental Agents. ]

Know all men by these presents that we (A) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ andA = Principal.  
B }  
C } = Sureties.

(B) \_\_\_\_\_

son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ and

(C) \_\_\_\_\_

\_\_\_\_\_ son of \_\_\_\_\_  
of Village \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_are held and firmly bound unto the Secretary of State for India in  
Council in the sum of Rupees \_\_\_\_\_to be paid to the said Secretary of State his successors or assigns or  
his or their certain attorney or attorneys for which payment well and  
truly to be made we bind ourselves our heirs executors administrators  
and representatives jointly and every two of us bind ourselves our heirs  
executors administrators and representatives jointly and each of us  
binds himself his heirs executors administrators and representatives  
severally firmly by these presents sealed with our seals dated the  
\_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_ And each of us the said

(A) \_\_\_\_\_ and

(B) \_\_\_\_\_ and

(C) \_\_\_\_\_ doth

hereby for himself his heirs executors administrators and represent-  
atives covenant with the said Secretary of State his successors and  
assigns that if any suit shall be brought touching the subject-matter

of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at \_\_\_\_\_

other than the said High Court in its Ordinary Original Civil Jurisdiction the same shall and may at the instance of the said Secretary of State be removed into tried and determined by the said High Court in its Extraordinary Original Jurisdiction ~~Whereas~~ the above bounden (A) \_\_\_\_\_

was on the \_\_\_\_\_ day of \_\_\_\_\_ 189\_\_\_\_\_ appointed to and now holds the Office of \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_

Postal Circle **And whereas** by virtue of his employment in the Postal Department the said (A) \_\_\_\_\_

\_\_\_\_\_ is required to perform public duties in which the public are interested and has or is liable to have amongst other duties to receive deal with and dispose of letters post-cards packets parcels money orders British Postal Orders Savings Bank deposits postage stamps and all other postal articles whatsoever in accordance with the rules thereto relating prescribed from time to time by the Government of India the Director General of the Post Office or the Head of the Postal Circle in which he is employed and truly to account for all moneys that come or ought to come to his hands as a servant of the Postal Department **And whereas** the said (A) \_\_\_\_\_

has agreed and is bound to attend at the Post Office of \_\_\_\_\_

\_\_\_\_\_ for the purpose of discharging his duties at such times as his superior officers may appoint **And whereas** the said (A) \_\_\_\_\_ and

the said (B) \_\_\_\_\_ and

(C) \_\_\_\_\_ as his the said (A) \_\_\_\_\_'s

sureties in that behalf have entered into the above bond in the penal sum of Rupees \_\_\_\_\_

conditioned for the due performance by him the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of the duties of his said office and of all other the duties which may lawfully be required of him and of his agreements as aforesaid and the indemnity of the said Secretary of State and his servants against loss by reason of the acts or defaults of the said (A) \_\_\_\_\_ or any

agent servant or nominee of his **Now** the condition of the above written bond is such that if the said (A) \_\_\_\_\_

\_\_\_\_\_ shall whilst he shall be in the employment of Government in the Postal Department always duly perform and fulfil all and every his duties aforesaid and shall not leave the said service without permission and if the said (A) \_\_\_\_\_

\_\_\_\_\_ and (B) \_\_\_\_\_  
\_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ shall indemnify the said Secretary of State his successors and assigns and the Government of India from all loss which shall be sustained by the said Secretary of State his successors and assigns or the Government of India owing to the dishonesty neglect default disobedience (of which matters any conviction or judgment against the said (A) \_\_\_\_\_

\_\_\_\_\_ in proceedings against him in respect of the same shall be conclusive proof but not the only means of proof) or insolvency of the said (A) \_\_\_\_\_

\_\_\_\_\_ or any agent servant or nominee of his then this obligation to be void and of no effect otherwise the same shall be and remain in full force and virtue: Provided always it is hereby agreed and declared that neither <sup>^</sup>the said (B) \_\_\_\_\_ nor (C) \_\_\_\_\_

\_\_\_\_\_ shall be at liberty to terminate his suretyship except upon giving to the Head of the said Postal Circle for the time being six calendar months' notice in writing of his intention so to do and the liability of both the said (B) \_\_\_\_\_ and (C) \_\_\_\_\_

\_\_\_\_\_ under this bond shall continue in respect of all omissions and defaults on the part of the said (A) \_\_\_\_\_ that may occur until the expiration of the said period of six months although the same may not be discovered until after the expiration of the said period of six months.

Appendix No. 11, page 281—

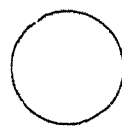
*Form 13—Line 19: after neither insert of them*

*Form 13.—For the portion of the form below line 30 on this page substitute the following:—*

Signed sealed and  
delivered by the above  
named (A) \_\_\_\_\_

*Signature of Principal.*

Seal.



in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here,  
who must also each note  
the name of his father,  
profession (or occupation)  
and residence.

100

Appendix No. 11, page 281—

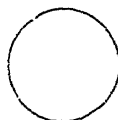
*Form 13.—Line 19: after neither insert of them*

*Form 13.—For the portion of the form below line 30 on this page substitute the following:—*

Signed sealed and  
delivered by the above-  
named (A) \_\_\_\_\_

*Signature of Principal.*

Seal.



in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here,  
who must also each note  
the name of his father,  
profession (or occupation)  
and residence.

Signed, sealed and  
delivered by the above-  
named (B) \_\_\_\_\_

*Signature of first Surety,  
who must also state his  
profession (or occupation),*

Seal



in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here,  
who must also each note  
the name of his father,  
profession (or occupation),  
and residence.

Signed, sealed and  
delivered by the above-  
named (C) \_\_\_\_\_

*Signature of second Surety,  
who must also state his  
profession (or occupation).*

Seal



in the presence of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here,  
who must also each note  
the name of his father,  
profession (or occupation)  
and residence.

Certified that the bond was Signed by the Sureties in my  
presence.

*Signature and designation of postal officer who  
must not be the principal and must hold an  
appointment in the Post Office above the rank  
of postman.*

No. 184.

**FORM**  
Appx. No. 11,  
14.

*Register of Security Bonds in Custody.*

1	2	3	4	5	6	7
<p><b>SANCTIONED ESTABLISHMENT.</b></p> <p>(The space between the designations of the different members of the staff should be sufficient to allow of changes in the names of permanent incumbents being easily entered in column 2.)</p>	<p><b>Name of permanent incumbent.</b></p>	<p><b>Date of Bond.</b></p>	<p><b>Amount of Bond.</b></p>	<p><b>Nature of Bond, i.e., whether personal, or relating to a security deposit in cash or Government Promissory Notes.</b></p>	<p><b>Ledger No. of Savings Bank account or nature, number and amount of each Government Promissory Note deposited.</b></p>	<p><b>REMARKS.</b></p> <p>(Here should be a note when a bond that has been executed, as shown by entries in Columns 3, 4 and 5, is not on record, having been sent to another Head Office or to the office of the Head of the Circle.)</p>

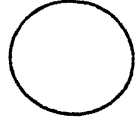
Form Appx. No. II.  
12.

[illegible]



Signed sealed and delivered by  
the above-named (B) \_\_\_\_\_  
in the presence of

Seal.



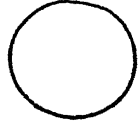
*Signature of first Surety.*

\_\_\_\_\_  
\_\_\_\_\_

} Two witnesses to sign here.

Signed sealed and delivered  
by the above-named (C) \_\_\_\_\_  
in the presence of

Seal.



*Signature of second Surety.*

\_\_\_\_\_  
\_\_\_\_\_

Two witnesses to sign here.

APPX. No 11  
FORM 10.

*Letter of enquiry regarding sureties to personal security bonds.*

Name stamp of  Head Office.

To \_\_\_\_\_

\_\_\_\_\_

SIR,

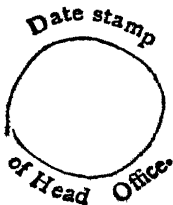
I beg that you will kindly answer the questions on the reverse of this letter and return it to me, after ascertaining whether \_\_\_\_\_

\_\_\_\_\_, surety to the personal security bond (for R\_\_\_\_\_ ) of \_\_\_\_\_

is alive and where he is residing. The following is the last known address of the surety :—

\_\_\_\_\_

\_\_\_\_\_



I have, etc.,

*Postmaster.*

Is \_\_\_\_\_ }  
the surety named overleaf alive. }

If alive, what is his present address. } \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_  
Signature and designation of officer furnishing the answers. } \_\_\_\_\_  
The \_\_\_\_\_ } \_\_\_\_\_

---

*N. B.*—(1) If it comes to the notice of the officer by whom the above questions are answered that the surety is no longer solvent, this should be stated with such particulars as are known.

(2) If the surety is no longer alive the date of death should be reported, if known.

## APPENDIX NO. 12.

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### RULES REGARDING THE POST OFFICE GUARANTEE FUND.

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#### CONTENTS.

- |  |  |
|--|--|
| 1. Persons required to subscribe to Fund.          | 5. Purposes to which Fund may be applied.                  |
| 2. Rates of subscription.                          | 6. Return of subscriptions.                                |
| 3. Manner in which subscription is to be realised. | 7. Register of defaulters and annual statement of account. |
| 4. Constitution of New Fund and interest payable.  |  |



## Appendix No. 12.

### RULES REGARDING THE POST OFFICE GUARANTEE FUND.

[Issued under the sanction of Government.\*]

**1. Persons required to subscribe to Fund.**—All persons employed by the Post Office in any appointment below the substantive grade of Deputy Postmaster-General shall subscribe to the Post Office Guarantee Fund: provided that the Director-General of the Post Office shall be empowered to exempt from the operation of these rules such inferior servants in the employ of the Post Office as he may from time to time think fit to exempt.†

**2. Rates of subscription.**—The following fixed rates of subscription shall be paid by persons holding substantive appointments in the Post Office on the 30th June of each year:—

*Class 1.*—By superior servants, excluding postmen and village postmen,—the sum of one rupee yearly.

*Class 2.*—By postmen and village postmen, whether superior or inferior servants, by inferior servants drawing a monthly pay of more than ₹7, and by any person receiving an allowance of more than ₹7 a month from the Post Office,—the sum of eight annas yearly.

\* *Vide* letters from the Government of India, Finance and Commerce Department, No. 798, dated the 13th May 1885, No. 5258-A, dated the 7th December 1893, No. 4399-A, dated the 31st August 1894, and No. 181-A, dated the 13th January 1899.

† *List of inferior servants exempted by the Director-General.*

Runners, both letter and parcel (including all persons employed solely in the actual carriage	Tomtom wallahs. Porters and coolies.
---	---

Boat-men.

Syces,

Grass-cutter

Orderly peo

Farashes.

Masalchis.

Methers or

Scavengers.

Bhisties.

Watermen.

Chowkidars or look-out men.

Darwans.

Appendix No. 12, page 289—

*Foot-note marked † ("List of inferior servants exempted by the Director-General").—*

*Right hand column, line 2: below* Porters and coolies *add* Mail peons of the Railway Mail Service.

No. 112.

Label cutters.

Depôts.



## Appendix No. 12.

### RULES REGARDING THE POST OFFICE GUARANTEE FUND.

[Issued under the sanction of Government.\*]

**1. Persons required to subscribe to Fund.**—All persons employed by the Post Office in any appointment below the substantive grade of Deputy Postmaster-General shall subscribe to the Post Office Guarantee Fund: provided that the Director-General of the Post Office shall be empowered to exempt from the operation of these rules such inferior servants in the employ of the Post Office as he may from time to time think fit to exempt.†

**2. Rates of subscription.**—The following fixed rates of subscription shall be paid by persons holding substantive appointments in the Post Office on the 30th June of each year :—

*Class 1.*—By superior servants, excluding postmen and village postmen,—the sum of one rupee yearly.

*Class 2.*—By postmen and village postmen, whether superior or inferior servants, by inferior servants drawing a monthly pay of more than R7, and by any person receiving an allowance of more than R7 a month from the Post Office,—the sum of eight annas yearly.

\* *Vide* letters from the Government of India, Finance and Commerce Department, No. 798, dated the 13th May 1885, No. 5258-A, dated the 7th December 1893, No. 4399-A, dated the 31st August 1894, and No. 181-A, dated the 13th January 1899.

† *List of inferior servants exempted by the Director-General.*

Runners, both letter and parcel (including all persons employed solely in the actual carriage of mails).

Boat-men.

Syces.

Grass-cutters.

Orderly peons.

Farashes.

Masalchis.

Methers or sweepers.

Scavengers.

Bhisties.

Watermen.

Chowkidars or look-out men.

Darwans.

Tomtom wallahs.

Porters and coolies.

Pygusties. *Pygusties*

Pressmen (including compositors).

Artificers employed in workshops (including packers, counters, despatchers, plate cleaners and stereotype moulders.

Inkmen

Distributors

Binders (including

bindi boys)

Carpenters.

Painters.

Tailors.

Label cutters.

} Attached to Presses.

} Attached to Stock

Depôts.



**Class 3.**—By inferior servants drawing a monthly pay of ₹7 or less, and by any person receiving an allowance of ₹7 a month or less from the Post Office, —the sum of four annas yearly.

**NOTE.**—In the case of persons holding substantive appointments, but who are acting in higher appointments, the subscription shall be payable with reference to the substantive appointment only

**3. Manner in which subscription is to be realised.**—The subscriptions at the rates laid down in the preceding rule, shall be deducted in all cases by the Post Office Department from the pay or allowances of the various classes of persons described for the month of June each year.

Provided that no subscription shall be deducted (1) from men who are on leave other than privilege leave on the 30th June, or (2) when the amount of pay or salary due for the month of June (before deduction of the subscription) is less than the amount of subscription payable.

**4. Constitution of New Fund and interest payable.**—The proceeds from subscriptions to be deducted as laid down in the preceding rule shall be credited with effect from the 1st January 1883 to a separate fund, known as the Post Office New Guarantee Fund on the balance of which not exceeding three lakhs of rupees interest will be credited annually at the rate of four per cent. per annum.

**5. Purposes to which Fund may be applied.**—This Fund shall be applied in the first place to the purpose of making good any loss that may be caused to Government by the neglect or misconduct of any person in the employ of the Post Office, provided that the sum that may be decreed against the Fund on this account by the Director-General of the Post Office shall not exceed ₹3,000 in the case of a superior servant, or ₹1,500 in the case of an inferior servant or of a postman or village postman whether a superior or inferior servant. The fund shall then be applied to the purpose of meeting the cost of keeping the accounts of the Fund and of paying rewards that may be granted from time to time by the Director-General of the Post Office for the giving of information in Post Office robbery cases, and for specially honest and courageous service on the part of any persons in the employ of the Post Office, while in discharge of their duties. The balance of the fund, after meeting the aforesaid charges, at the close of the official year may be spent, with the sanction of Government, for the benefit of the persons in the employ of the Post Office who subscribe to it.\*

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\* The Director-General is also authorised by the orders of the Government of India (Finance and Commerce Department), No. <sup>Bx</sup>525, dated 8th February 1893, to sanction the grant from the Post Office Guarantee Fund of compensation to servants of the Post Office for loss of private property subject to the condition that not more than one month's pay may be awarded to any officer.

**6. Return of subscriptions.**—The balance of subscriptions recovered from superior servants prior to January 1883, shall be returnable to them or their heirs on their retirement from Post Office employ, such balance to be calculated in accordance with separate instructions issued for the guidance of the Comptroller of the Post Office. By the term heir, as used above, is meant such persons as may establish to the satisfaction of the Director-General of the Post Office a reasonable claim to receive the money, and in no case shall there be any legal claim to the return of such money, any return that may be made being reckoned as of favour and not as of right.

Provided that nothing in this rule shall apply to postmen or village postmen whose service prior to January 1883 may be counted as superior service under the Secretary of State's despatch No. 390 of the 11th December 1884.

**7. Register of defaulters and annual statement of account.**—The Comptroller of the Post Office shall maintain a register of all persons in the employ of the Post Office by whose default sums have been decreed against the Fund, and no such person shall be retained in the Department. The Comptroller shall further prepare and submit to the Director-General of the Post Office at the close of each official year an account of the Fund showing the subscriptions realized during the year, the amount of interest credited to the Fund, the charges accepted against it, and the balance.



## APPENDIX No. 13.

### RULES RELATING TO LAST-PAY CERTIFICATES. CONTENTS.

#### GENERAL.

1. Cases in which last-pay certificates are required.

#### TRANSFERS ON DUTY.

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>2. Kinds of transfers on duty.</li><li>3. Transfers of officers who prepare their own salary bills to or from Comptroller's circle of audit.</li><li>4. Transfers of officers who prepare their own salary bills within Comptroller's circle of audit.</li></ol> | <ol style="list-style-type: none"><li>5. Transfers of non-gazetted officers whose pay is drawn on establishment pay-bills.</li><li>6. Form of certificate for transfers.</li></ol> |
|--|--|

#### LEAVE.

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>7. Leave in India.</li><li>8. Leave out of India.</li></ol> | <ol style="list-style-type: none"><li>9. Procedure to be adopted by a head office when an officer preparing his own salary bill is about to proceed on leave out of India, or intends to draw his leave allowance from another head office in India.</li></ol> |
|---|--|

#### PENSIONS.

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>10. Last-pay certificate required whether pension is payable in India or in the United Kingdom.</li></ol> | <ol style="list-style-type: none"><li>11. Pensions payable in India.</li><li>12. Pensions payable in England.</li><li>13. Form of certificate for pensions.</li></ol> |
|---|---|



## Appendix No. 13.

### RULES RELATING TO LAST-PAY CERTIFICATES.

#### General.

1. Cases in which required.—Last-pay certificates are required in the following cases :—

- (a) Before an officer (unless he has been newly appointed to the service of Government) can begin to draw any pay or allowances from any head post office.
- (b) Before an officer proceeding on leave can draw any leave allowance at the Home Treasury of the Government of India or from a head post office other than that from which he drew his salary when last on duty.
- (c) By an officer retiring on pension.

#### Transfers on duty.

2. Kinds of transfers.—Transfers on duty may be of <sup>three</sup> ~~two~~ kinds :—

- (a) An officer may proceed on duty to or from <sup>a Deputy</sup> ~~the~~ Comptroller's office, and

Appendix No. 13, rule 2, page 295—

Line 1 : for two substitute three

Clause (a).—Line 1 : for the substitute a Deputy

Clause (b).—Line 2 : for the substitute a Deputy

After clause (b) insert—

- ⌘ (c) An officer may proceed on duty from an office within the circle of audit of one Deputy Comptroller, Post Office, to an office within the circle of audit of another Deputy Comptroller, and in all such cases last-pay certificates are required.

Special Post certificate is, strict post though the er's pay is

No. 194.

from Comptroller's circle of audit.—In the case of bills to or transfers of the

Appendix No. 13, rule 3, page 295 —

ted officer or a should obtain a

Line 2 : before Comptroller's insert a Deputy

No. 195.



## Appendix No. 13.

### RULES RELATING TO LAST-PAY CERTIFICATES.

#### General.

**1. Cases in which required.**—Last-pay certificates are required in the following cases :—

- (a) Before an officer (unless he has been newly appointed to the service of Government) can begin to draw any pay or allowances from any head post office.
- (b) Before an officer proceeding on leave can draw any leave allowance at the Home Treasury of the Government of India or from a head post office other than that from which he drew his salary when last on duty.
- (c) By an officer retiring on pension.

#### Transfers on duty.

**2. Kinds of transfers.**—Transfers on duty may be of ~~two~~ kinds :—

- (a) An officer may proceed on duty to or from ~~the~~ Comptroller's circle of audit to the circle of another audit officer, and in all such cases last-pay certificates are required.
- (b) An officer may proceed on duty from one place or appointment to another within ~~the~~ Comptroller's circle of audit; but last-pay certificates are only required in connection with transfers of this kind, when the transfer involves a change of the office from or by which the officer's pay was last drawn.

**NOTE.**—The Comptroller's circle of audit includes the whole of the Imperial Post Office of India, but does not include the District post; and a last-pay certificate is, therefore, required whenever an officer is transferred from the District post establishment to the Imperial post establishment, or *vice versa*, even though the transfer does not involve a change of the head office by which the officer's pay is drawn.

**3. Transfers of officers who prepare their own salary bills to or from Comptroller's circle of audit.**—In the case of transfers of the kind first mentioned in the preceding rule, a gazetted officer or a non-gazetted officer who prepares his own salary bill should obtain a



last-pay certificate, in the prescribed form, in accordance with the following rules:—

- (a) If he is employed at the station of the audit officer, the certificate will be granted by that officer.

### Examples.

(1) An officer of the Postal Department employed at Calcutta, should, on transfer to an appointment, the salary of which is not audited by the Comptroller, obtain a last-pay certificate from the Comptroller.

(2) A Government Officer employed at Bombay should, if appointed to be a Postmaster, obtain a last-pay certificate from the Comptroller.

Appendix No. 13, rule 3, page 296—

*Clause (a).—Example (1), lines 2 and 3: in line 2: for Comptroller substitute Deputy Comptroller, Bengal Circle Audit Office, and in line 3: before Comptroller insert Deputy*

*Clause (b).—Example (1), lines 2 and 4: in line 2: before Comptroller's insert a Deputy, and in line 4: after Calcutta insert Delhi or Nagpur, and for Comptroller substitute Deputy Comptroller concerned*

*Clause (c).—Example (1), line 3: for Comptroller substitute Deputy Comptroller concerned*

*Above rule 4, add the following new clauses:—*

- (d) If the officer is employed at a station where the office of a Deputy Comptroller is located, the certificate will be granted by the Deputy Comptroller.
- (e) If an officer has to pass through that station on his way to a station within the circle of audit of another Deputy Comptroller, the certificate should be given by the postmaster from whom he last drew pay and countersigned by the Deputy Comptroller concerned.
- (f) If the officer is not employed at the head-quarters of a Deputy Comptroller the certificate will be granted by the postmaster from whom he last drew pay, and a duplicate of it will be forwarded by that postmaster to the Deputy Comptroller from whose circle of audit he is transferred, for countersignature and transmission to the Deputy Comptroller within whose circle of audit the officer has been transferred.

No. 196.

*Line 2: after with insert a Deputy*

*Line 5: after Calcutta insert Delhi or Nagpur*

*Line 6 for the words Comptroller at Calcutta substitute Deputy Comptroller concerned*

No. 197

from any other place he should obtain a last-pay certificate from the postmaster of the head office from which he last drew pay. The last-pay certificate should be attached to the first salary bill presented at the new paying office. Postmasters are not allowed to cash an officer's salary bill which is required to be supported by a last-pay certificate, if it is not so supported.

Appendix No. 13, rule 4, page 297—

*For the existing note substitute the following :—*

Note—The Deputy Comptroller is the only officer in Calcutta, Delhi, or Nagpur who is authorised to grant last-pay certificates to gazetted officers and those non-gazetted officers who prepare their own salary bills. The Presidency Postmaster, Calcutta, and the postmasters, Delhi and Nagpur, are authorised to grant last-pay certificates only to the non-gazetted officers whose pay is drawn on their office establishment bills. Other postmasters of head offices are authorised to grant last-pay certificates to all officers who prepare their own salary bills as well as to non-gazetted officers whose pay is drawn on their establishment bills, but not to non-gazetted officers of other establishments.

No. 198.

~~transfers mentioned in~~  
whom the officer's pay was last drawn in accordance with the following procedure :—

- (a) If the transfer is from one postal establishment (including a District post establishment) to another, the head of the office by whom the officer's pay was last drawn should, on receipt of the relieved officer's charge report, send the last-pay certificate without delay, by post registered, to the head of the office under whose jurisdiction the officer is transferred.
- (b) If the transfer is from a postal establishment to that of another Government Department, the last-pay certificate should be handed over to the transferred officer.

II. The head of a postal establishment under whose jurisdiction an officer is transferred, should forward the last-pay certificate received

Appendix No. 13, rule 5, page 297—

*Para. II.—Line 3 : for Comptroller substitute Deputy Comptroller concerned*

No. 199.

of a last-pay certificate, it should be called for and a report made to the immediate superior of the officer in fault.

*Examples.*

(1) In the case of transfers from a Postmaster-General's office the certificate will be granted by the Postmaster-General or such officer as he may authorise to sign last-pay certificates.

Appendix No. 13, rule 5, page 298—

*Example (2).—For the existing Example substitute the following :—*

(2) In the case of transfers from the Comptroller's office, the certificate will be granted by the Deputy Comptroller, Bengal Circle Audit Office, and in the case of transfers from a Circle Audit Office, the certificate will be granted by the Deputy or Assistant Comptroller concerned.

No. 200.

should be granted :—

*[Obverse.]*

Last-pay certificate of \_\_\_\_\_  
of the \_\_\_\_\_ proceeding to \_\_\_\_\_  
to join the appointment of (or to officiate as \_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ on duty

He has drawn pay as \_\_\_\_\_ at the rate of R \_\_\_\_\_  
a month, and acting allowance as \_\_\_\_\_ at the rate of R \_\_\_\_\_  
a month, less the deductions shown below, up to the \_\_\_\_\_. He  
made over charge of the office of \_\_\_\_\_ on the \_\_\_\_\_  
noon of the \_\_\_\_\_ of \_\_\_\_\_.

No recoveries (or, The recoveries noted on the reverse) are to be made from the pay of this officer.

Deduction R a. p.

Dated at

The \_\_\_\_\_ 189 .

*Signature.*

*[Reverse.]*

## Details of recoveries.

Nature of recovery \_\_\_\_\_

Amount R \_\_\_\_\_

How to be recovered (in one sum, or in what instalments) \_\_\_\_\_

### Leave.

**7. Leave in India.**—The rules regarding the issue of last-pay certificates in connection with "Leave in India" granted to the gazetted officers and those non-gazetted officers who prepare their own salary bills are briefly as follows :—

- (a) When an officer of the Post Office proceeds on leave from one place to another in India, he should obtain a last-pay certificate from the Comptroller in Form No. 8 of the

Appendix No. 13, rule 7, page 299—

*Clause (a).—Line 3 : for Comptroller substitute Deputy Comptroller concerned*

*Clause (b).—Line 7 : for Comptroller substitute Deputy Comptroller concerned*

*Clause (c).—Line 4 : for Comptroller substitute Deputy Comptroller concerned*

*Clause (d).—Line 1 : for Comptroller substitute Deputy Comptroller concerned*

No. 201.

he receives payment of his allowances, he must ~~obtain~~ a new last-pay certificate from the ~~Comptroller~~ <sup>Deputy</sup> ~~concerned~~.

- (d) The <sup>Deputy</sup> Comptroller is alone authorised to grant last-pay certificates in connection with leave.

NOTE.—In the case of non-gazetted officers whose pay is drawn on establishment pay bills, no last-pay certificates are granted during leave in India, as they are required to make their own arrangements for receiving their leave allowances from the head of the office in which they are employed.

**8. Leave out of India.**—The rules regarding last-pay certificates issued in connection with leave out of India and also those regarding colonial warrants are not reproduced here as they relate to procedure in the Comptroller's office only.

Appendix No. 13, rule 8, page 299—

*Line 4 : before Comptroller's insert Deputy*

No. 202.

~~When an officer proposes to draw his leave allowances while on privilege leave or long leave in India from another head office, the postmaster should at once submit to~~

*Examples.*

(1) In the case of transfers from a Postmaster-General's office the certificate will be granted by the Postmaster-General or such officer as he may authorise to sign last-pay certificates.

(2) In the case of transfers from the Comptroller's office the certificate will be granted by the Comptroller or the Deputy or an Assistant Comptroller.

(3) In the case of transfers from the establishment (whether Imperial or Provincial or District) of a post office, the certificate will be granted by the postmaster of the head office by which the pay was last drawn.

(4) In the case of all transfers to a postal establishment the certificate will be granted by the head of the establishment from which the officer is transferred.

NOTE.—The audit officer does not countersign the last-pay certificates of non-gazetted officers whose pay is drawn on establishment pay bills.

**6. Form of certificate for transfers.**—The following is the form in which last-pay certificates in connection with transfers on duty should be granted :—

*[Obverse.]*

Last-pay certificate of \_\_\_\_\_  
of the \_\_\_\_\_proceeding to \_\_\_\_\_  
to join the appointment of (or to officiate as \_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ on duty

He has drawn pay as \_\_\_\_\_at the rate of R \_\_\_\_\_  
a month, and acting allowance as \_\_\_\_\_at the rate of R \_\_\_\_\_  
a month, less the deductions shown below, up to the \_\_\_\_\_. He  
made over charge of the office of \_\_\_\_\_on the \_\_\_\_\_  
noon of the \_\_\_\_\_ of \_\_\_\_\_.

No recoveries (or, The recoveries noted on the reverse) are to be made from the pay of this officer.

Deduction R a. p.

\_\_\_\_\_  
=====

Dated at

The \_\_\_\_\_ 189 .

*Signature.*

*[Reverse.]*

## Details of recoveries.

Nature of recovery \_\_\_\_\_

Amount R \_\_\_\_\_

How to be recovered (in one sum, or in what instalments) \_\_\_\_\_

\_\_\_\_\_.

## Leave.

**7. Leave in India.**—The rules regarding the issue of last-pay certificates in connection with "Leave in India" granted to the gazetted officers and those non-gazetted officers who prepare their own salary bills are briefly as follows :—

- (a) When an officer of the Post Office proceeds on leave from one place to another in India, he should obtain a last-pay certificate from the Comptroller in Form No. 8 of the *Civil Service Regulations*, if he wishes to draw pay from a head office other than the one from which he last drew pay while on duty.
- (b) An officer of the Post Office on leave who does not wish to draw pay from a head office other than the one from which he last drew pay while on duty, or an officer on leave without allowances, does not require a last-pay certificate; but although no last-pay certificate is needed, it should be remembered that according to the general rule a letter of authority from the Comptroller is required before an increased or changed rate of salary or absentee allowance can be drawn.
- (c) If during leave an officer who has been granted a last-pay certificate wishes to change the head office from which he receives payment of his allowances, he must obtain a new last-pay certificate from the Comptroller *Conserved*.
- (d) The Comptroller is alone authorised to grant last-pay certificates in connection with leave.

**NOTE.**—In the case of non-gazetted officers whose pay is drawn on establishment pay bills, no last-pay certificates are granted during leave in India, as they are required to make their own arrangements for receiving their leave allowances from the head of the office in which they are employed.

**8. Leave out of India.**—The rules regarding last-pay certificates issued in connection with leave out of India and also those regarding colonial warrants are not reproduced here as they relate to procedure in the Comptroller's office only.

**9. Procedure to be adopted by a head office when an officer preparing his own salary bill is about to proceed on leave out of India, or intends to draw his leave allowance from another head office in India.**—When it becomes known to a head office that an officer who prepares his own salary bill is about to proceed on leave (other than privilege leave) out of India, or that he proposes to draw his leave allowances while on privilege leave or long leave in India from another head office, the postmaster should at once submit to

Appendix No. 13, rule 9, page 300 —

*Line 1 : for Comptroller substitute Deputy Comptroller*

*Line 3 : for Comptroller substitute Deputy Comptroller*  
concerned

No. 203.

Appendix No. 13, rule 11, page 300 —

*Line 4 : after Calcutta insert Delhi or Nagpur and f*  
Comptroller *substitute* Deputy Comptroller concerned

No. 204.

Appendix No. 13, rule 12, page 300 —

*Line 3 : after Comptroller insert Central Account Officer*

No. 205.





the Comptroller (in advance of his cash accounts) all paid salary and travelling allowance bills of the officer that are in the head office awaiting submission to the Comptroller, so as to enable the latter to audit them before he grants a last-pay certificate.

### Pensions.

**10. Last-pay certificate required whether pension is payable in India or in the United Kingdom.**—Officers retiring on pension require a last-pay certificate, whether the pension is payable in India or in the United Kingdom.

**11. Pensions payable in India.**—In the case of a gazetted officer or a non-gazetted officer who prepares his own salary bill, whose pension is payable in India, the last-pay certificate will be granted at Calcutta by the Comptroller, and elsewhere by the postmaster of the head office from which his last-pay or allowance was drawn. In the case of a non-gazetted officer whose salary is drawn on an establishment bill, the last-pay certificate will be granted as in rule 5.

**12. Pensions payable in England.**—In the case of an officer whose pension is payable in England, the last-pay certificate will be given by the Comptroller *of the India Office Accounts*.

**13. Form of certificate for pensions.**—The form of the last-pay certificate will in both cases be as under :—

#### [Obverse.]

Last-pay certificate of *A B* of the \_\_\_\_\_ retiring on pension.

He has drawn pay as \_\_\_\_\_ at the rate of R \_\_\_\_\_ a month, and acting allowance as \_\_\_\_\_ at the rate of R \_\_\_\_\_ a month, less the deductions shewn below, up to the \_\_\_\_\_. He made over charge of the office of \_\_\_\_\_ on the \_\_\_\_\_ noon of the \_\_\_\_\_ of \_\_\_\_\_. No recoveries (or, The recoveries noted on the reverse) are to be made from the officer.

Deductions

R a. p.

\_\_\_\_\_  
=====

Dated at

The \_\_\_\_\_ 189 .

\_\_\_\_\_  
Signature.

#### [Reverse.]

Details of recoveries.

Nature of recovery \_\_\_\_\_ .

Amount R \_\_\_\_\_ .

## APPENDIX NO. 14.

### RULES RELATING TO POST OFFICE BUILDINGS.

#### CONTENTS.

##### GENERAL.

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Classification of buildings occupied by post offices.</li><li>2. Provision of accommodation for post offices.</li><li>3. Original works.</li><li>4. Major and minor works.</li><li>5. Repairs.</li><li>6. Departmental buildings.</li></ol> | <ol style="list-style-type: none"><li>7. Conditions under which departmental buildings may be erected.</li><li>8. Buildings not to be constructed or purchased when houses can be hired on reasonable terms.</li><li>9. Post office buildings at railway station or on railway land.</li><li>10. Postmasters-General to report the date of occupation of a new post office building.</li></ol> |
|--|--|

##### STANDARD PLANS OF BUILDINGS.

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>11. Division of post office buildings into three classes.</li><li>12. Three classes of standard plans.</li></ol> | <ol style="list-style-type: none"><li>13. Postmasters-General to determine the class of office required.</li><li>14. Principal points to determine the accommodation required.</li></ol> |
|--|--|

##### CONSTRUCTION OF BUILDINGS

###### *Public Works buildings.*

15. Proposals for constructing or making additions to, and alterations in, post office or combined office buildings from the postal minor works grant.
16. Requisitions on the Public Works Department for fair plans and estimates.
17. Postmasters-General to report the dates of commencement and completion of every original work.

###### *Departmental buildings.*

18. Proposals for cheap works to be executed by departmental agency.
19. Provision of funds for the work carried out by departmental agency.
20. Postmasters-General to communicate the actual expenditure on works carried out by departmental agency to the Comptroller and the dates of commencement and completion of the works to the Director-General.

### FIXTURES AND FITTINGS.

#### 21. Fixtures and fittings in post office buildings.

### EXECUTION OF REPAIRS.

- |  |  |
|--|--|
| <p>22. Repairs to post office buildings borne on the books of the Public Works Department.</p> <p>23. Repairs to fixtures and petty repairs to doors, etc., of a post office building borne on the books of the Public Works Department.</p> | <p>24. Repairs to departmental buildings.</p> <p>25. Provision of funds for repairs of departmental buildings.</p> |
|--|--|

### PURCHASE, TRANSFER AND SALE OF BUILDINGS.

- |   |   |
|---|---|
| <p>26. Purchase of buildings for the use of a post office.</p> <p>27. Provision of funds for the purchase of buildings.</p> | <p>28. Transfer of buildings to the Public Works Department when not required by the post office.</p> <p>29. Sale or dismantlement of departmental buildings.</p> |
|---|---|

### PROVISION OF FUNDS.

- |   |   |
|---|---|
| <p>30. Postmasters-General to submit schedules of demands for postal public works to the Director-General.</p> <p>31. Schedules should embrace only really urgent works.</p> <p>32. Funds for repairs of post offices which are Public Works buildings.</p> | <p>33. Schedule submitted to the Government of India.</p> <p>34. Major and minor works should be carried out as rapidly as possible.</p> <p>35. Provision of funds for the construction and repair of departmental buildings.</p> |
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## Appendix No. 14.

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### RULES RELATING TO POST OFFICE BUILDINGS.

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#### General.

**1. Classification of buildings occupied by post offices.**—Post offices are accommodated in—

- (a) Public Works buildings, *i. e.*, buildings borne on the books of the Public Works Department.
- (b) Departmental buildings.
- (c) Rented buildings.
- (d) Buildings at Railway stations constructed by the Railway authorities and rented to the Post Office.

**2. Provision of accommodation for post offices.**—No original work may be undertaken or departmental building or building at a Railway station be constructed, nor may the hire of a rented building be paid, without the previous sanction of the Director-General.

**3. Original works.**—“Original works” are works executed by the agency of the Public Works Department. The term includes all new works in connection with the construction or reconstruction of Public Works buildings, as well as additions and alterations to existing buildings, and also “special repairs,” *i. e.*, repairs to newly purchased or previously abandoned buildings required for bringing them into use. When one description of work is substituted for another, as a tiled roof for a thatched one, such work is to be classed under the head of “Original Works,” and not under the head of “Repairs.”

**4. Major and Minor works.**—“Original Works” are divided into Major works and Minor works: the former are those the estimated cost of which exceeds ₹2,500, and the latter are those the estimated cost of which does not exceed that limit.

**5. Repairs.**—Repairs include all operations, other than those specially placed in the class “Original Works,” required to maintain in proper condition buildings and works in ordinary use.

**6. Departmental buildings.**—Departmental buildings are buildings not borne on the books of the Public Works Department, but erected and maintained at the cost of the Post Office, ordinarily under the supervision of its own officers. This term also includes

buildings placed by private individuals or by Durbars at the disposal of the Post Office free of rent, the Department executing the necessary repairs.

**7. Conditions under which departmental buildings may be rector.**—Departmental buildings are only erected at places at which either the agency of the Public Works Department is not available, or where the status of the post office is not such as to warrant an outlay of more than a small sum. They are generally such as require no professional skill for their execution, and in supervising which the services of an engineer would be of no sensible value.

**8. Buildings not to be constructed or purchased when houses can be hired on reasonable terms.**—Ordinarily Public Works buildings or departmental buildings should not be constructed, nor should buildings be purchased, at places where suitable houses can be hired on reasonable terms for the accommodation of the post office. When a building is rented on lease, the lease should be drawn up either in one of the forms attached to these rules or in some other suitable form which has been approved of by one of the law advisers of the Post Office. The rent payable should, after sanction by the Director-General to the usual proposition statement, be drawn in the establishment salary bill of the head post office.

**9. Post office buildings at railway station or on railway land.**—When accommodation is required by the Post Office at a railway station or on railway land, the building will be constructed by the Railway authorities and rented to the Post Office, at the rate, in the case of State Railways, of  $7\frac{1}{2}$  per cent. per annum on the capital cost of the work. If the building is constructed by a private Railway, the rent to be paid must be settled by mutual agreement. In the case of State Railways the rent at the rate mentioned above (which will include all charges for repairs or maintenance) will not be paid in cash but by book-debit by the Inspector-General, if the building is constructed for the use of the Railway Mail Service and by the Comptroller in all other cases. The Comptroller will be furnished with a copy of the Director-General's sanction to the rent payable and should be informed of the date of occupation of the building. Before any proposal is made to Railway authorities for a building, the Postmaster-General must obtain the consent of the Director-General; he should then call for an estimate of the cost of the work, and before it is put in hand, obtain the Director-General's sanction to the rent that will be payable. It will generally be advisable to leave the plan of the building and the selection of the site to the Railway authorities; but this does not bind the Postmaster-General to accept an unsuitable plan or site. The Postmaster-General must be careful to specify the

accommodation required, and see that it is provided as far as possible; when the accommodation is on the station platform, he should also see that the plan allows access to the office without requiring the public to go on the platform, and care should also be taken that the position of the letter-box is on the side which allows such access.

**10. Postmasters-General to report the date of occupation of a new post office building.**—When a new post office is occupied by the Department, whether the work has been executed by the Public Works Department or by departmental agency, the date of occupation should be reported by the Postmaster-General to the Director-General. Should there be a saving under the head of house rent, a proposition statement should be submitted at the same time for sanction to the decrease of expenditure effected.

### **Standard plans of buildings.**

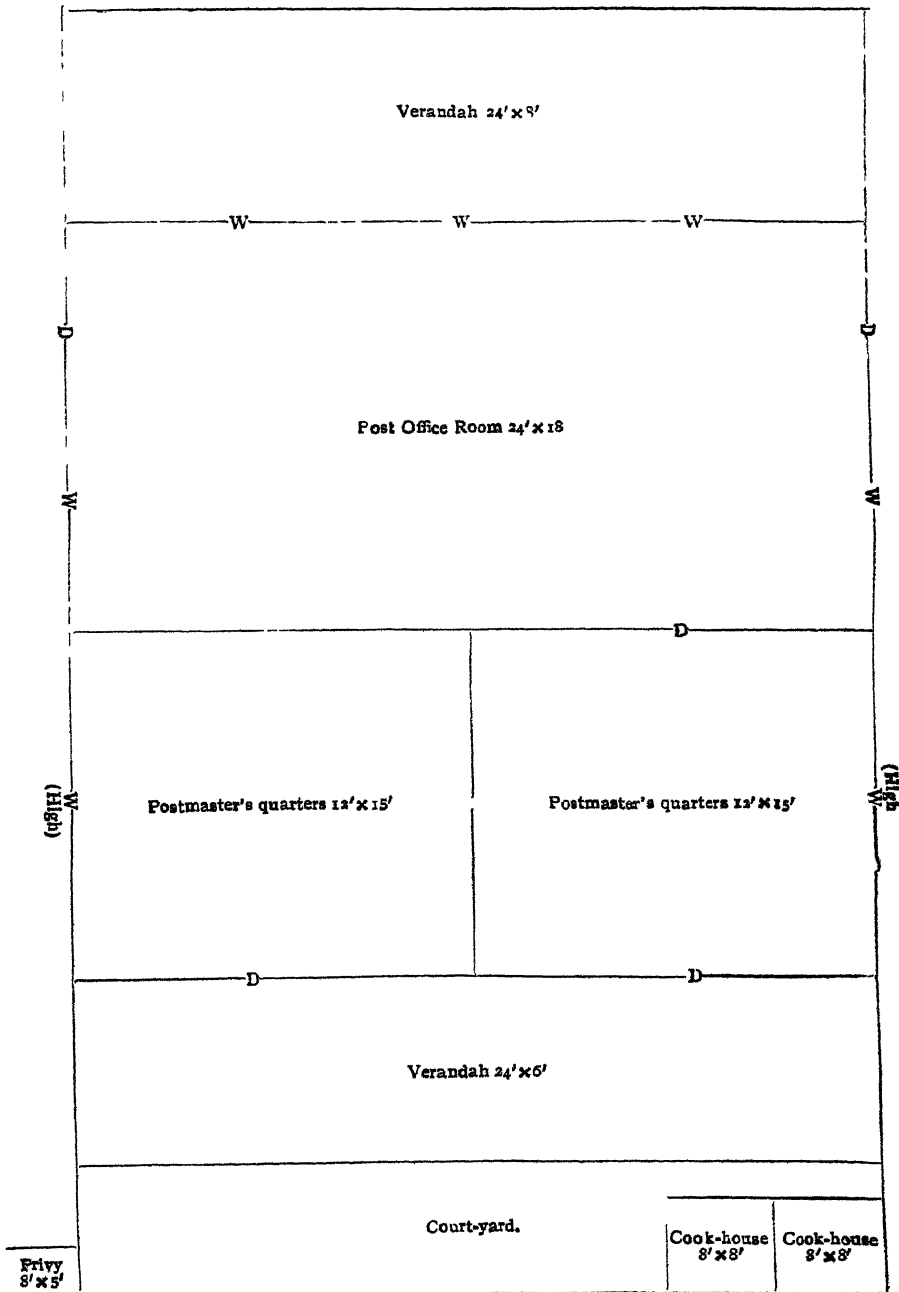
**11. Division of post office buildings into three classes.**—Buildings designed for use as post offices are divided into three classes. It is unnecessary to prescribe standard plans for the larger post offices because the requirements of important places vary largely according to local circumstances, though in some Circles standard plans have been adopted for 1st and 2nd class post offices.

**12. Three classes of standard plans.**—Most buildings constructed for post offices fall under one of the three classes named above, for which the following standard ground plans are prescribed. These plans are subject to such modifications as local circumstances may require. Out-houses for clerks, postmen, mail peons, etc., if entitled to free accommodation under rule 14 (c), may be provided.



## B

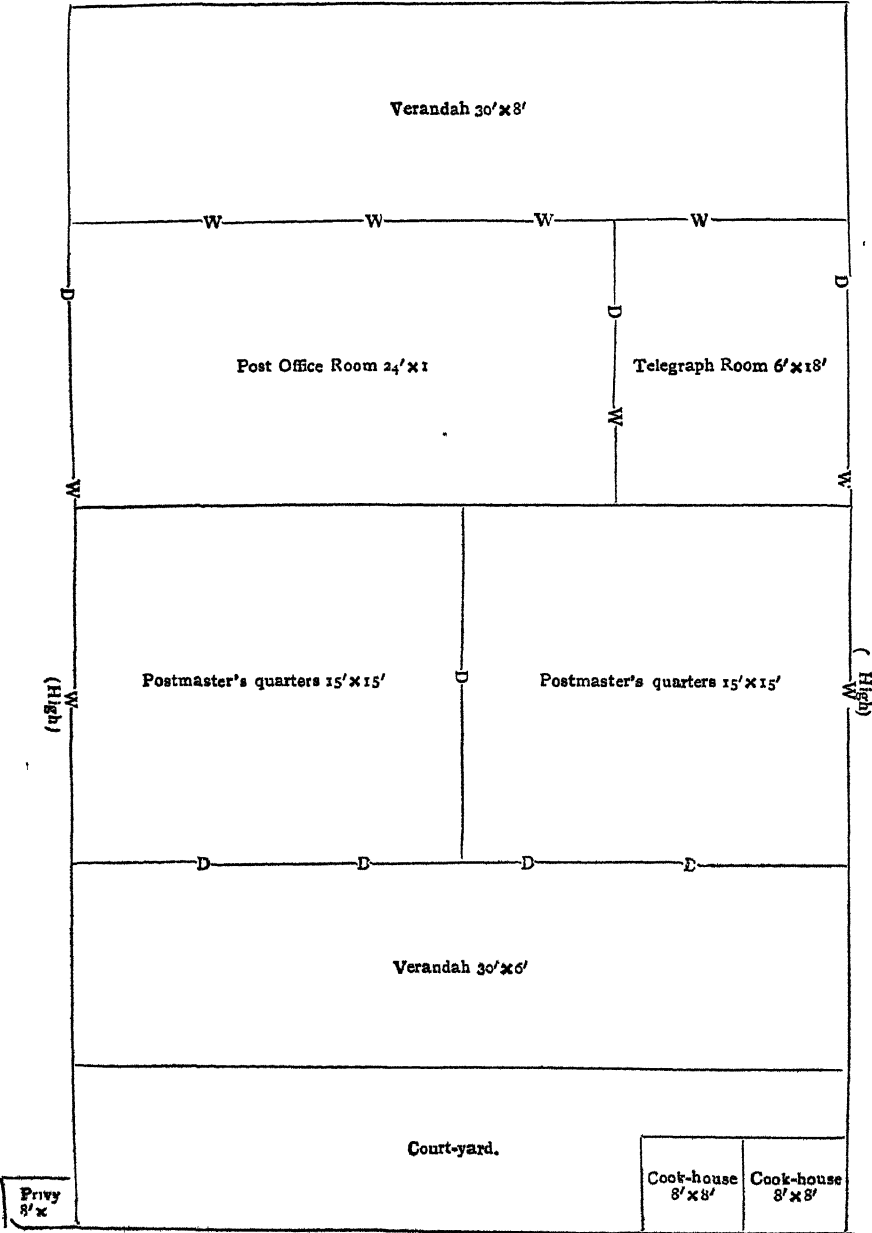
Plan of middle class post office (not a combined office) where the postmaster is assisted by a clerk.





C

Plan of combined office with a separate telegraph room.



**13. Postmasters-General to determine the class of office required.**—It will rest with the Postmaster-General to determine the particular class of office required in each case, and, in deciding this point, due regard should be paid to the local requirements of the place, the importance of the work of the office, and the establishment for which provision has to be made. The situation of the office should be central.

**14. Principal points to determine the accommodation required.**—When estimating the accommodation required for a post office the following are the principal points to be borne in mind:—

- (a) The office work in all its branches should be conducted in one room, large enough for the convenient arrangement of the furniture, and containing space sufficient for every member of the establishment to work under the eye of the postmaster. This does not refer to the work of a signaller in a combined office, whom it may be necessary to place in a separate room.
- (b) Postmasters are required by the rules to reside on the post office premises, and therefore they should be provided with quarters for themselves and also, where actually necessary, for their families.
- (c) Accommodation may also be provided for "such other establishment as it may be necessary for the proper discharge of the work of a post office to have resident on the premises."\* It is only however in very exceptional cases that residential accommodation is necessary for any one except the postmaster and one or two postmen or runners. Except when absolutely necessary residential accommodation should not be provided for any post office clerk.
- (d) A front verandah should be provided for the convenience of the public transacting business with the post office; and in order to prevent the public from entering the post office, the office room should have no door communicating with this verandah.

### **Construction of buildings.**

#### ***Public Works buildings.***

**15. Proposals for constructing or making additions to and alterations in Post office or combined office buildings from the postal minor works grant.**—When a building is to be constructed for a post office by the Public Works Department from the postal minor works grant, or additions and alterations are

\* Resolution of the Government of India, Finance and Commerce Department, No. 1626, dated the 7th July 1873.

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Appendix No. 14, rule 17, page 310—

*Rule heading.*—*Line 2 : correct works to work*

*Line 7 : correct this to the*

No. 54.

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Appendix No. 14, rule 17, page 310—

*Lines 6 and 7 : after Director-General, insert the following sentence :—*

*8* On the completion of a work, a completion certificate will be forwarded by the Executive Engineer to the Postmaster-General for countersignature and remarks.

No. 113.

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to be made in an existing building, the Postmaster-General should submit the proposal to the Director-General, in the first instance, for administrative sanction, reporting the approximate cost of the work as estimated by the Public Works Department, and enclosing a rough plan or sketch. The report should also explain fully the necessity for the work and give details of the establishment employed and amount of business transacted by the office, so as to enable the Director-General to see that the accommodation proposed and the cost are not excessive with reference to the status of the office. In the case of a combined office, the share of the cost debitable to the Telegraph Department, which should ordinarily be calculated according to the accommodation provided for the telegraph branch, should be shown separately in the estimate. On receipt of administrative sanction, the Postmaster-General should address the Public Works Department with a view to the preparation of a fair plan and detailed estimate. The plan and estimate should be submitted in due course to the Director-General for formal sanction and allotment of funds for the work. When funds have been allotted, the plan and estimate should be returned to the officer from whom they were obtained, and the Postmaster-General should place himself in communication with the Public Works Department in view to the early commencement of the work, and take measures to ensure its completion as soon as possible, so that no portion of the allotment may lapse.

**16. Requisitions on the Public Works Department for fair plans and estimates.**—Requisitions on the Public Works Department for the preparation of fair plans and estimates for minor works should not be made until administrative sanction has been given to the proposal. As regards major works, the execution of any particular project will depend on funds being sanctioned for it by Government, and fair plans and detailed estimates for major works should not be obtained until it is known that funds will be soon available.

**17. Postmaster-General to report the dates of commencement and completion of every original work.**—When funds have been allotted for a new building or for additions or alterations to an existing building, the Postmaster-General should ascertain from the local postal officials when the work is taken in hand, and report the fact for the information of the Director-General. Before countersigning and returning this certificate the Postmaster-General will satisfy himself that the demands of the Department have been properly met. The Postmaster-General should report to the Director-General the date of completion of every original work as shown in the certificate.

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*Departmental buildings.*

**18. Proposals for cheap works to be executed by departmental agency.**—In the case of cheap works for the execution of which departmental agency is employed (*vide* rule 6) the necessity for the work should first be proved to the satisfaction of the Postmaster-General. An estimate should then be prepared under the direction of the Superintendent of the division, and submitted for approval to the Postmaster-General, who will forward it to the Director-General, accompanied by a statement of grounds showing the necessity for the work.

**19. Provision of funds for the work carried out by departmental agency.**—On receipt of the Director-General's sanction, the Postmaster-General will provide funds for the work by ordering an advance under the rules, Vol. I. The money so advanced will be made over to the Superintendent, or other official according to the instructions of the Superintendent, and will be adjusted on the completion of the work as ordered in the rules. The work should at once be executed under arrangements made by the Superintendent. If the amount sanctioned is not expended before the close of the official year it will lapse, and a fresh sanction will be necessary before the expenditure can be incurred and charged in the accounts of the next year.

**20. Postmasters-General to communicate the actual expenditure on works carried out by departmental agency to the Comptroller and the dates of commencement and completion of the work to the Director-General.**—The date of commencement of the work should be reported to the Postmaster-General, and, on completion, a final report, accompanied by a certificate that the work has been properly executed, together with an account in detail of the expenditure actually incurred, should be submitted to the Postmaster-General, who will communicate this information to the Comptroller to enable that officer to see that the unexpended balance (if any) has been properly repaid to, and credited by, the head post office. The Postmaster-General will also report to the Director-General the dates of commencement and completion of the work.

*Fixtures and fittings.*

**21. Fixtures and fittings in post office buildings.**—The Executive Engineer, or other person charged with the preparation of plans for post office buildings, should be requested to provide for the following fixtures and fittings, *viz.*—

- (a) There should be as many windows opening on to the front verandah as there are departments of the office

which deal separately with the public, so that business can be transacted at these windows ; but one window will suffice for two or more departments the work of which is done by the same clerk. A writing-ledge should be provided at each window to enable the public to fill up forms, etc.

- (b) A letter-box should be fixed in the wall in the main verandah.
- (c) Provision should be made for embedding and securing the office safe or safes in accordance with the rules on the subject in the *Post Office Manual*, and also for securing the windows with iron bars or gratings.
- (d) Recesses in the walls of the post office room should be fitted with shelves for records, stationery, etc. These shelves, some of which may be fitted with pigeon-holes, should be provided with doors so that the recesses may serve as cupboards. The use of almirahs should be avoided as far as possible, as they take up space in the office which is required for work.
- (e) A counter, with lockers, should run along the wall inside the office room and in front of the windows at which business is transacted with the public. This counter will serve as a desk or table for the clerks who deal with the public.
- (f) A sufficient number of hooks should be fixed in the verandah at a reasonable height from the ground on which to hang notice-boards exhibiting postal notices, etc. Hooks should also be fixed inside the office-room for hanging up notices, etc. Attention should be paid to the appearance of the verandah and office, which must always be kept neat and tidy.

The subject of the fixtures and fittings required for an office should in each case be carefully thought out, and if any fittings other than those mentioned above are needed, *e.g.*, sun-shades, punkhas, etc., steps should be taken to have them provided. The sufficiency of the arrangements made for affording light by means of windows and sky-lights should receive special attention.

### Execution of repairs.

22. Repairs to post office buildings borne on the books of the Public Works Department,—Repairs to Public Works buildings will be carried out by the Public Works Department, and the cost

will be met by the Local Government or Administration. The Postmaster-General however should see that the buildings are maintained in good condition, and address the Public Works Department when necessary on the subject.

**23. Repairs to fixtures and petty repairs to doors, etc., of a post office building borne on the books of the Public Works Department.**—The repair of fixtures (record-racks, shelves, punkhas, etc.), and all petty repairs to doors and windows, including the replacement of broken glass, will be provided for by the postmaster or other officer occupying the building, except when required as part of a general repair, and he will be answerable for the general condition of the building, including the glass in each room and fixtures, and also for taking precautions against the attacks of white ants, giving strict attention to the cleanliness of the interior and neatness of the exterior and surroundings, etc. Charges for such items may be made by the officer concerned in his contingent bill. The Executive Engineer will not supply or repair furniture, screens, purdahs, or tatties, nor will he perform any of the duties specified above as devolving on the departmental officer in charge.

**24. Repairs to departmental buildings.**—Repairs to departmental buildings will be executed by the officials of the Postal Department. An estimate of the probable cost, with a report describing the necessity for the work, will be submitted by the Superintendent to the Postmaster-General and may be sanctioned by the latter subject to Budget limits, provided that the cost does not exceed Rs500. When the cost exceeds that sum, the sanction of the Director-General is necessary.

**25. Provision of funds for repairs of departmental buildings.**—The cost of repairs to departmental buildings will be provided in the same way as funds for their construction.

### **Purchase, transfer and sale of buildings.**

**26. Purchase of buildings for the use of a post office.**—No building may be purchased for the use of a post office or postal official without the sanction of the Director-General, to whom a survey and valuation report obtained from the Executive Engineer should be submitted, except when the cost of the building does not exceed that of an ordinary departmental building.

**27. Provision of funds for the purchase of buildings.**—The provision of funds for the purchase of buildings will be made in the same way as for original works or for the construction of departmental buildings, as the case may be.



**28. Transfer of buildings to the Public Works Department when not required by the Post Office.**—Should a building which is borne on the books of the Public Works Department not be repairable, or for any reason be no longer required for postal purposes, the Postmaster-General should report the case to the Director-General and ask for sanction to transfer the building to the Public Works Department. On receipt of the Director-General's sanction, the Postmaster-General will inform the Public Works Department of the Local Government or Administration in his Circle that the Postal Department places the building at the disposal of the Public Works Department, and attach a copy of the Director-General's sanction. The Local Government or Administration will then take the necessary steps for the disposal of the building.

**29. Sale or dismantlement of departmental buildings.**—No departmental building may be sold or dismantled without the sanction of the Director-General.

### Provision of funds.

**30. Postmasters-General to submit schedules of demands for postal public works to the Director-General.**—In the month of September of each year the Postmaster-General will submit a schedule, in the form attached to these rules, exhibiting the probable requirements of his Circle for postal Public Works (major and minor) during the ensuing official year, so as to reach the Director-General's office on the 15th of that month. Each major and minor work should be entered under its proper head with details showing the amount of the estimate, the nature of the work and the grounds for the proposal. In Part IV of the schedule a lump sum should be added for unforeseen requirements. The schedule should be accompanied by a separate statement giving particulars of probable demands in connection with accommodation for telegraph work in combined office buildings.

**31. Schedules should embrace only really urgent works.**—As the funds at the disposal of the Government are limited the proposals of the Postmaster-General should be restricted to really urgent works, and, as a general rule, the total estimated requirements under the respective heads of "Major Works" and "Minor Works" should not exceed the average of the allotments of the previous three years.

**32. Funds for repairs of post offices which are Public Works buildings.**—The Postal Department has no concern with the provision of funds for repairs to Public Works buildings, the amount to

be provided in the Budget Estimate for the purpose being left to the discretion of Local Governments and Administrations.

**33. Schedule submitted to the Government of India.**—From the schedules received from Postmasters-General a general schedule will be prepared in the Director-General's office and will be submitted to the Government of India not later than the 15th December. The orders of the Government of India on this general schedule will be communicated in due course to the Postmasters-General.

**34. Major and Minor Works should be carried out as rapidly as possible.**—As the grants made by the Government of India for major works and the allotments sanctioned by the Director-General for original minor works lapse if unexpended at the close of the official year to which they appertain, Postmasters-General should take steps to have all works commenced and completed as early as possible by the Public Works Department. If, for any special reason, an allotment sanctioned for any particular work cannot be utilised for that work, an early report should be made to the Director General with a view to transfer the allotment to some other work so that the money may not lapse.

**35. Provision of funds for the construction and repair of departmental buildings.**—The provision of funds for the construction and repair of departmental buildings will be separately made by the Director General in his departmental budget.

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Form Appx. No. 14.  
1

Schedule of Postal Public Works of the \_\_\_\_\_ Circle for  
the year 19 -19 .

## I.—MAJOR WORKS

*Already approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks. (The No. and date of Director-General's letter approving of the project should be cited in this column.)

## II.—MAJOR WORKS

*Not yet approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks citing any previous correspondence on the subject with Director-General, describing the nature of the work and stating the grounds for the proposal, etc.

## III.—MINOR WORKS

*Already approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks. (The No. and date of Director-General's letter approving of the proposal should be cited in this column.)

## IV.—MINOR WORKS

*Not yet approved by Director-General.*

Description of building and name of place.	Amount of estimate.	Remarks citing any previous correspond- ence on the subject with Director-General, describing the nature of the work and stating the grounds for the proposal.

*Dated*

19 .

*Postmaster-General.*

Form	Appx. No. 14. 2
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## FORM OF LEASE No. 1.

Articles of Agreement made and entered into this  
 day of \_\_\_\_\_ one thousand eight hundred and  
 between \_\_\_\_\_  
 hereinafter called the Lessor of the one part and the Secretary of  
 State for India in Council represented for the purposes of this lease  
 by the Postmaster-General of \_\_\_\_\_ hereinafter  
 called the Lessee of the other part.

*First*—That the said Lessor agrees to let to the said Lessee his  
 Description of house. successors and assigns and the said Lessee  
 Period of lease and amount agrees to rent from the said Lessor that  
 of rent. messuage or dwelling-house with out-houses and appurtenances  
 situated in the \_\_\_\_\_

and bounded on \_\_\_\_\_

for a period of \_\_\_\_\_ years from the \_\_\_\_\_ day of \_\_\_\_\_  
 at a monthly rent of R \_\_\_\_\_ only.

*Second*—That the rent is to commence from the \_\_\_\_\_ day  
 of \_\_\_\_\_ and is payable before  
 Commencement of lease. the \_\_\_\_\_ of each and every succeeding  
 month regularly without any objection or abatement whatsoever till  
 the expiration of the aforesaid period.

*Third*—That the said Lessor agrees and binds himself his heirs  
 executors administrators or assigns to pay  
 Taxes. \_\_\_\_\_ all Government and Municipal taxes and the  
 said Lessee his successors and assigns not to pay any tax or  
 taxes.

*Fourth*—That the said Lessee agrees and binds himself his  
 No alterations to be made successors and assigns not to make any  
 without consent of lessor. changes alterations and additions except  
 fittings and fixtures as may be required for carrying on postal duties

in or to the said premises during the aforesaid period without first obtaining a previous written consent from the said Lessor his heirs executors administrators or assigns, and that all such changes alterations additions except fittings and fixtures so made shall become and be considered the property of the said Lessor after they are once made and the Lessee his successors or assigns shall have no liberty to remove them either before or after the expiration of the aforesaid period.

*Fifth*—That the said Lessee agrees and binds himself his successors or assigns to give up peaceful possession of the said premises after the

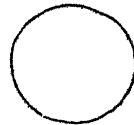
Expiration of lease. expiration of this lease in the same good state and condition (reasonable tear wear fire and such other accidents excepted) and the Lessor shall have full liberty to inspect the said premises at any reasonable business hour after giving twenty-four hours' previous written notice to the Postmaster of .

*Sixth*—That the said Lessor his heirs executors administrators or assigns shall not be bound to do any repairs to the said premises during the aforesaid period save and except white-washing tile-turning and dammering the roof and the gutters as usual before the approach of the monsoon and save and except any such heavy repairs as may be necessitated by the falling down of a wall roof or timber or any part of the house and out-houses.

*Seventh*—Three months before the expiration of the aforesaid period either party is to give three months' written notice to vacate the said premises.

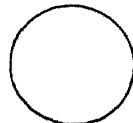
Notice to be given.

Signed, sealed and delivered by \_\_\_\_\_



in the presence of \_\_\_\_\_

Signed, sealed and delivered by } \_\_\_\_\_  
the Postmaster-General of \_\_\_\_\_



in the presence of \_\_\_\_\_

Form <u>Appx. No. 14.</u> 3
--------------------------------

## FORM OF LEASE NO. 2.

KNOW all men by these presents that I \_\_\_\_\_  
 son of \_\_\_\_\_ village \_\_\_\_\_ thana  
 \_\_\_\_\_ in the District of \_\_\_\_\_ do hereby  
 lease out to the Secretary of State for India in Council his succes-  
 sors in office and assigns the \_\_\_\_\_ house and out-houses  
 together with the piece of land on part whereof they are erected  
 and all the easements and appurtenances belonging thereto situated  
 at \_\_\_\_\_ in the Registration District of \_\_\_\_\_  
 and thana of \_\_\_\_\_ the said land containing by  
 measurement \_\_\_\_\_ bighas \_\_\_\_\_ cuttas \_\_\_\_\_ chattacks  
 and bounded on the North by

on the South by

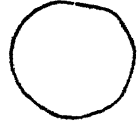
on the East by

and on the West by

the said houses and lands to be held and enjoyed by the said  
 Secretary of State for India in Council his successors in office  
 and assigns for \_\_\_\_\_ years from the day of \_\_\_\_\_ 18\_\_\_\_ at  
 a monthly rent of Rs \_\_\_\_\_ annas \_\_\_\_\_ pies \_\_\_\_\_ to be paid  
 on or before the fifteenth day of the month following that for which  
 the rent is due. I do also hereby covenant and declare that I will  
 at my own expense keep the said premises wind and watertight and  
 in good and tenantable condition and that on my failing to do so  
 the Secretary of State for India may carry out the necessary repairs  
 and deduct the cost from the rent. And I do further covenant and  
 agree that if the said Secretary of State for India in Council his  
 successors in office and assigns shall be desirous of renewing the  
 lease of the said premises for a further term of 5, 10, or 15 years  
 and shall give notice of such intention to me my heirs executors  
 administrators or assigns one month before the expiration of the  
 lease hereby granted I my heirs executors administrators or  
 assigns will forthwith execute and deliver to the said Secretary of  
 State for India in Council his successors in office or assigns a  
 renewed lease of the said premises for the said further term of years  
 at the same rent and under the same conditions as are herein con-  
 tained excepting only this last condition.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_ 18  
by \_\_\_\_\_

in the presence of \_\_\_\_\_



I hereby agree on behalf of the Secretary of State for India in  
Council to the terms and conditions described above.

WITNESS,  
*Date* \_\_\_\_\_ 18 .

POSTMASTER-GENERAL OF \_\_\_\_\_  
*Date* \_\_\_\_\_ 18 .





## APPENDIX No. 15.

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### INSTRUCTIONS RELATING TO THE EXTENSION OF THE HOURS OF BUSINESS OF POST OFFICES.

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#### CONTENTS.

- |   |   |
|---|---|
| 1. Object to be kept in view.   | 6. First step.  |
| 2. Different hours to be fixed in<br>some cases to suit local<br>circumstances. | 7. Second step.   |
| 3. Number of open hours to be<br>never less than prescribed<br>in rule 1.       | 8. Third step.  |
| 4. System of reliefs.   | 9. Fourth step.   |
| 5. Steps to be taken in extend-<br>ing hours of business of a<br>head office.   | 10. Fifth step.   |
|   | 11. Work to be watched for a day<br>or two for purpose of testing<br>success of the new system. |
|   | 12. Results secured by system.  |
|   | 13. Introduction of system in sub-<br>offices.  |



## Appendix No. 15.

### INSTRUCTIONS RELATING TO THE EXTENSION OF THE HOURS OF BUSINESS OF POST OFFICES.

**1. Object to be kept in view.**—In extending the hours of business of head offices the main object to be kept in view is to give the public an opportunity of transacting the different classes of postal business during the hours noted below:—

(1) For disposal of references and applications	7 A.M. to 6 P.M.
(2) „ registration . . . . .	} 7 A.M. to 6 P.M.
(3) „ insurance . . . . .	
(4) „ posting parcels . . . . .	
(5) „ „ value-payable articles . . . . .	
(6) „ granting certificates of posting . . . . .	
(7) „ sale of postage stamps . . . . .	} 10 A.M. to 4 P.M.
(8) „ issue of money orders . . . . .	
(9) „ savings bank business . . . . .	
(10) „ sale of British postal orders . . . . .	} 7 A.M. to 6 P.M.
(11) „ issue of telegraphic money orders . . . . .	
(12) „ payment of telegraphic money orders . . . . .	

**2. Different hours to be fixed in some cases to suit local circumstances.**—In some cases local circumstances may make it desirable to adopt somewhat different hours for particular classes of business. For instance, if the most important mail of the day leaves at 11 A.M., in order to give the public time for the transaction of all classes of business before the departure of that mail, the following hours might be adopted:—

- (a) Postal business properly so-called [classes (1) to (7)] . . . . . 7 A.M. to 6 P.M.
- (b) Postal banking business [classes (8) to (10)] { 7 A.M. to 9 A.M.  
and  
12 noon to 4 P.M.
- (c) Issue of telegraphic money orders . . . . . 7 A.M. to 6 P.M.
- (d) Payment of telegraphic money orders . . . . . 7 A.M. to 8 P.M.

**3. Number of open hours to be never less than prescribed in rule 1.**—The hours noted in rule 1 above should, however, always be those aimed at: and no arrangement should be adopted for any head office (other than a Presidency office) which does not give

the public at least as many open hours as are shown in paragraph 1 against the different classes of postal business.

**4. System of reliefs.**—In order to give the public the advantage of longer postal hours without any increase of establishment, it will be necessary to arrange a system of reliefs under which the entire work of the office will be attended to by one, two, or more clerks at a time, according to the amount of business at the different hours of the day, the responsibility of each clerk for all the work done by him in each department being fixed by the exchange of receipts.

**5. Steps to be taken in extending hours of business of a head office.**—In order to put into practice the principles stated above and extend the hours of business of a head office without any increase of establishment, the head of the circle should depute to the office, for the purpose, an officer, who has himself seen the system introduced and at work in another office, or who the head of the circle is satisfied understands both the principles of the system and the method in which it should be introduced. That method is described in the next five rules :—

**6. First step.**—The first thing to be done by the officer on reaching an office in which the system is to be introduced is to watch the work in every department throughout the day, *i. e.*, from the opening to the closing of the office, and to continue watching it day after day until the circumstances of the office are thoroughly grasped, *i. e.*, until the officer knows exactly at what hours work with the public in each department is heavy or light or practically at rest, bearing in mind that in many parts of the country it is the practice for the whole population to rest or sleep during hours in which it was formerly the rule to require the entire establishment of the Post Office to be present. The officer must at the same time make himself thoroughly familiar with the hours of receipt and despatch of mails, and the amount and character of the work to be done at those times. Too much importance cannot be attached to this matter, nor can the officer be too careful in mastering the circumstances of the office he is dealing with, in every detail, however unimportant; for, unless he thoroughly grasps all the work of the office, it will not be possible for him to arrange for the punctual disposal of departmental work and prompt attention to the public, and at the same time avoid any waste of establishment and make an even distribution of work among the different members of the staff.

**7. Second step.**—The next step is to note how many clerks are required to do the work of the office, including business with the public, during the different hours of the day, bearing in mind that

when very few persons come to the office on business one man can attend to them all, whether they all come to issue money orders, or a few to issue money orders, a few to register letters, a few to post parcels and a few to buy stamps, and perhaps even one or two to send telegrams.

8. **Third step.**—Having settled how many men must be at work at each hour of the day, and what work each of them is to do in that hour, the officer with the staff before him should so distribute them as to make changes of work from hand to hand, as few as possible, to place the most difficult and responsible work in the best hands and to confine the duty of sorting, as far as practicable, to the regular sorting establishment. In doing this he must be guided largely by the postmaster, who should also be consulted throughout if the arrangement is to work satisfactorily. It should, however, always be borne in mind that a postmaster is at first almost sure to think that it is impossible to give longer hours of business with the public without increasing work. While, therefore, he should be freely consulted as to the qualifications of his staff and the best distribution of work, among the different clerks, he should not be allowed to raise any objections as to a clerk doing several kinds of work, or any other objections aimed at the principles of the system, which must be taken as established by experience. It is certain that, when the system is at work, the postmaster will accept it as an improvement and as giving relief to his establishment, and often even to himself.

9. **Fourth step.**—Having arranged the work of the day among the different members of the staff, an order should be drawn out showing exactly what the distribution of the work will be, the hours of attendance of each clerk, the work he will have to do when in attendance, the clerks to whom he will have to make over charge when his attendance is over, the manner in which he will have to make over charge, and the duties of the postmaster. Two statements, (A)—showing the distribution of work of a large head office and the hours of attendance of the postmaster and his clerks, both before and after the introduction of the long open hours, and B, a similar statement for a small head office are to be found at the end of this Appendix. A copy of the orders issued, as well as of the statement of distribution of work and hours of attendance of the postmaster and the clerks prepared on these models, should be forwarded to the head of the circle, who should have them carefully checked in his office. The procedure to be followed in giving and taking receipts when the departments pass from one clerk to another is of the greatest importance, and should, in each case, be carefully

and clearly prescribed, as on the receipts depend the responsibilities of the different clerks. Experience has shown that the following books are the most convenient ones, for the entry of receipts on the transfer of the current work of a department from one clerk to another :—

- |  |   |  |
|--|---|--|
| (a) <i>For registered articles<br/>(whether received for<br/>delivery or onward de-<br/>spatch or posted in the<br/>office).</i> | } | The registered abstract (at foot of the page).   |
| (b) <i>For parcel mail articles<br/>(whether received for<br/>delivery or onward<br/>despatch or posted in<br/>the office).</i>  | } | The parcel abstract (at foot of the page).   |
| (c) <i>For money orders received<br/>for issue and any cash<br/>transferred therewith.</i>                                       | } | The book of money order receipts.  |
| (d) <i>For money orders received<br/>for payment or onward<br/>despatch.</i>   | } | The money order abstract (at foot of the page).  |
| (e) <i>For cash belonging to the<br/>savings bank depart-<br/>ment.</i>  | } | The treasurer's cash book, if transferred, to or by the treasurer, and in other case the receipt book of the official by whom transferred. |
| (f) <i>For any other cash trans-<br/>actions.</i>  | } | The treasurer's cash book.   |

**10. Fifth step.**—The officer introducing the system should next explain to each clerk his duties under the new system and then introduce it without giving any prior notification to the public. He should then watch the working of the system for a day or two so as to see whether any modifications are necessary or whether, as a fact, any man has at any hour too much to do, and generally whether any improvement is possible. Having satisfied himself that the arrangement he has finally made is the best possible, he should prepare and issue in the postmaster's name a notice to the public that from the first day of the following week, or any other convenient and not more distant date, the hours of business with the public will be as shown in the office order already recorded.

**11. Work to be watched for a day or two for purpose of testing success of the new system.**—It then only remains for the officer who has introduced the system to watch its working for a day or two until he has removed all doubts and difficulties in the way of certain success. In some cases it may be found (as has been found to be the

case in some offices) that the staff is really too large for the work under the new system. In such cases the officer introducing the system should exclude the superfluous clerk or clerks from his scheme, as otherwise the subsequent reduction of establishment would necessitate a revision of his office order. The hands dispensed with can remain in the office as supernumeraries until orders for their transfer or disposal are received. It will be possible in all cases to extend the hours of business of a post office without any increase to its establishment.

**12. Results secured by system.**—The results that will be secured by extending the hours of business of post offices are :—

- (a) Greater public convenience and satisfaction.
- (b) The spread of practical knowledge of head office work in all departments among a larger number of men, thus making the staff more useful and facilitating question of transfer.
- (c) Some additional security against fraud by dishonest clerks. A clerk in sole charge of a department may avoid detection for a long time by putting off complaints and altering the books and other documents ; but when the books of a department and its business with the public are daily in the hands of two or more clerks, the chances of fraud are reduced.
- (d) Shorter hours of attendance for those clerks and postmasters whose hours of attendance were too long.

**13. Introduction of system in sub-offices.**—The system described above in detail for head offices may also be applied to sub-offices which have one or more clerks (including signallers but excluding probationary clerks) in addition to a sub-postmaster. For such sub-offices the following working hours will ordinarily be suitable :—

(1)	For references and enquiries	.	.	.	.	
(2)	" <i>pose restante</i>	.	.	.	.	
(3)	" sale of stamps	.	.	.	.	
(4)	" grant of certificate of posting	.	.	.	.	
(5)	" registration	.	.	.	.	
(6)	" insurance	.	.	.	.	
(7)	" posting of parcels of all kinds	.	.	.	.	
(8)	" ordinary money order business	.	.	.	.	
(9)	" sale of British postal orders	.	.	.	.	
(10)	" savings bank business	.	.	.	.	
(11)	" issue of telegraphic money orders	.	.	.	.	7 A.M. to 6 P.M.
(12)	" payment of telegraphic money orders	.	.	.	.	7 A.M. to 6 P.M.

II. It will not be necessary for both the sub-postmaster and clerk to be present continuously from 7 A.M. to 6 P.M. Each of the



can be absent for from two to three hours, the hours for their absence being selected during the least busy part of the day. When the work is heaviest, both the sub-postmaster and clerk should be present. If the sub-postmaster's assistant is a signaller, he must be in attendance during all the hours for which the office is open for the receipt and despatch of telegrams. When the sub-postmaster leaves the office for two or three hours during the period for which it is open for business with the public, it will often be necessary for him to make over to the clerk registered articles, parcels, money orders, and cash. For all such articles made over, receipts should be taken ; for registered articles, parcels, and money orders in the registered, parcel, and money order abstracts, and for cash in the sub-office account. Similarly, when the clerk leaves office during business hours, he should obtain receipts, in the books first named, for any articles made over by him to the sub-postmaster. If the sub-postmaster is not himself on duty during the whole period during which the savings bank is open, he must still perform the postmaster's special duties in respect of any savings bank transactions that may take place.

**STATEMENT A.**

## A

*Statement showing the distribution of work of a head office with 10 clerks and 1 probationary clerk and hours of attendance of the postmaster and each clerk before and after the introduction of the long open hours.*

[Hours of business as in rule 1 of this Appendix.]

BEFORE THE INTRODUCTION.					AFTER THE INTRODUCTION.						
1	2	3	4	5	6	7 HOURS OF ATTENDANCE.		8	9	10	11
Designation of official.	Extreme limits of hours of attendance.	Time allowed for food and rest between the hours entered in column 2.	Actual working hours.	Brief description of duties.	Designation of official.	From	To	Actual working hours.	Brief description of duties.	Decrease in work- ing hours under new system.	REMARKS.
Postmaster	5 A.M. to 5½ P.M.	3 hours.	12½ hours	Usual duties of post- master.	Postmaster.	5 A.M. 2 P.M.	10 A.M. 6½ P.M.	9½ hours	Usual duties of a postmaster.	3 hours.	Notes (c).—The postmaster must himself see to the pay- ment of Telegraphic money orders received between 6½ P.M. and 8 P.M.
Head clerk	5 A.M. to 7 P.M.	3 hours.	11 hours	In charge of sub-ac- count and assists postmaster in ac- count work.	(b) Head clerk.	10 A.M.	6 P.M.	8 hours.	In charge of sub-ac- count department, assists postmaster in account work. Is in charge of the office from 10 A.M. to 2 P.M. during the absence of the postmaster.	3 hours.	(b) The head clerk and the 2nd clerk will exchange duties every three months. During the 1st and 3rd quar- ters the head clerk will be in charge of the sub-account department, and during the 2nd and 4th quarters of money order and British postal order department.
2nd clerk	6 A.M. to 7 P.M.	2 hours.	11 hours	In charge of money order and British postal order de- partments.	2nd clerk	5½ A.M. 1 P.M.	9 A.M. 6½ P.M.	9 hours.	In charge of money order and British postal order de- partments.	2 hours.	
3rd clerk	6 A.M. to 7 P.M.	2 hours.	11 hours	In charge of parcel department.	3rd clerk	5½ A.M. 2 P.M.	10 A.M. 6½ P.M.	9 hours.	In charge of parcel department. Holds charge of the regis- tration department from 7 A.M. to 10 A.M.	2 hours.	

4th clerk	6½ A.M. to 7 P.M.	2 hours.	10½ hours	Performs treasurer's duties.	4th clerk	5½ A.M. to 2 P.M.	10 A.M. to 6 P.M.	8½ hours.	Performs treasurer's duties and assists in delivery work.	2 hours.
5th clerk	8½ A.M. to 7 P.M.	1½ hours.	10 hours	In charge of saving bank department.	(c) 5th clerk	9 A.M. to 6 P.M.	6 P.M.	9 hours.	In charge of savings bank department. Performs money order and British postal order work in addition to his other duties from 10 A.M. to 1 P.M.	1 hour.
6th clerk	5 A.M. to 8 P.M.	3 hours.	12 hours	In charge of registration department.	(c) 6th clerk	10 A.M. to 6½ P.M.	6½ P.M.	8½ hours.	In charge of registration department. Performs parcel work in addition to his own duties from 10 A.M. to 2 P.M., and also works as treasurer during those hours.	3½ hours.
7th clerk	5 A.M. to 8 P.M.	3 hours.	12 hours	In charge of the deposit department and assists the savings bank clerk.	7th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	8½ hours.	In charge of the deposit department and assists the savings bank clerk.	3½ hours.
8th clerk	5½ A.M. to 8 P.M.	3 hours.	11½ hours	Sorting and despatch work.	8th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	8½ hours.	Sorting and despatch work.	3 hours.
9th clerk	6 A.M. to 7 P.M.	2 hours.	11 hours	Is assistant to the money order clerk.	9th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6½ P.M.	9 hours.	Is assistant to the money order clerk.	2 hours.
10th clerk	6 A.M. to 7 P.M.	2 hours.	11 hours	Performs mail and delivery work also sub-sorting duties.	10th clerk	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	8½ hours.	Performs mail and delivery work, also sub-sorting duties.	2½ hours.
Probationary clerk.	6½ A.M. to 6½ P.M.	2 hours.	10 hours	Performs any work given him by the postmaster and renders assistance to the clerks when necessary.	Probationary clerk.	5½ A.M. to 1 P.M.	9 A.M. to 6 P.M.	8½ hours.	Performs any work given him by the postmaster and renders assistance to the clerks when necessary.	1½ hours.

(c) The 5th and 6th clerk will exchange duties every three months. During the 3rd and 4th quarters the 5th clerk will be in charge of the savings bank department, and during the 1st and 3rd quarters of the registration department.

## B.

*Statement showing the distribution of work of a head office with 4 clerks and 1 probationary clerk and hours of attendance of postmaster and each clerk before and after the introduction of the long open hours.*

[Hours of business as in rule 1 of this Appendix.]

BEFORE THE INTRODUCTION.					AFTER THE INTRODUCTION.						
1	2	3	4	5	6	7 HOURS OF ATTENDANCE.		8	9	10	11
Designation of official.	Extreme limits of hours of attendance.	Time allowed for food and rest between the hours noted in column 2.	Actual working hours.	Brief description of duties.	Designation of official.	From	To	Actual working hours.	Brief description of duties.	Decrease in work- ing hours under new system.	REMARKS.
Postmaster .	6 A. M. to 6 P. M.	1 hour.	10 hours	Usual duties of a postmaster.	(a) Postmaster.	6 A. M. 2 P. M.	10 A. M. 6½ P. M.	8½ hours	Usual duties of a postmaster.	1½ hours	NOTE. (a) The postmaster must himself see to the pay- ment of Telegraphic money orders received between 6½ P. M. and 8 P. M.
Head clerk .	6 A. M. to 6 P. M.	2 hours.	10 hours	In charge of sub- account deposit and parcel duties, and assists postmaster in account work.	(b) Head clerk .	6 A. M. 2 P. M.	10 A. M. 6½ P. M.	8½ hours	In charge of sub- account deposit and parcel duties, and assists postmaster in account work.	1½ hours	(b) The head and and clerks exchange duties every three months. The head clerk is in charge of the sub-account deposit and parcel depart- ments during the 2nd and 4th quarters and of the money order and savings bank order and savings bank departments during the 1st and 3rd quarters.
2nd clerk .	6 A. M. to 6 P. M.	1 hour.	10 hours	In charge of money order and savings bank departments.	2nd clerk .	10 A. M.	6½ P. M.	8½ hours	In charge of money order and savings bank departments.	1½ hours	
3rd clerk .	6 A. M. to 6 P. M.	2 hours.	10 hours	In charge of regis- tration and delivery departments.	3rd clerk .	6 A. M. 2 P. M.	10 A. M. 6½ P. M.	8½ hours	In charge of the registration and delivery depart- ments. Is in charge of the money order and despatch depart- ments in addition	1½ hours	

4th clerk	6 A. M. to 6 P. M.	2 hours.	10 hours	In charge of mail and despatch departments, also treasurer.	4th clerk	10 A.M.	6½ P. M.	8½ hours	In charge of mail and despatch departments, also treasurer. Is in charge of the registration and parcel departments in addition to his own duties from 10 A. M. to 2 P. M.	1½ hours	to his own duties from 6 A. M. to 10 A. M., and works as treasurer during the same period.
Probationary clerk.	10 A. M. to 6 P. M.	Nil	8 hours	Performs any work given him by the postmaster and renders assistance to clerks when necessary.	Probationary clerk.	10 A.M.	6 P. M.	8 hours	Performs any work given him by the postmaster and renders assistance to clerks when necessary.	Nil.	



## APPENDIX No. 16.

**POSTAL INSURANCE FUND: RULES RELATING  
TO POSTAL LIFE INSURANCE, ENDOWMENT  
ASSURANCE, AND MONTHLY ALLOWANCES.**

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**CONTENTS.**

**Part I.—Rules issued by Government.**

<b>RULE.</b>	<b>RULE.</b>
1. Definitions.	48—49. Surrender of policies or contracts for monthly allowances.
2—11. General rules.	50—51. Policies and contracts for monthly allowances held by persons who have left the Government service.
12—14. Life insurance and Endowment assurance.	52. Premia and subscriptions, as well as policies and monthly allowances when due, payable only in India.
15—26. Manner of effecting an insurance.	53—54. Lapsing of policies or contracts.
27—37. Purchase of monthly allowances.	
38—41. Manner of realising premia or subscription.	
42—45. Payments of policies.	
46—47. Payment of monthly allowances.	

**Part II.—Subsidiary rules issued by the Director General.**

1. Disposal of sums received in cash on account of the Postal Insurance Fund.	6. Payment of policies, monthly allowances, and the surrender values of policies or contracts.
2. Payment of the medical fee.	7. Arrangement for the performance of duties of a proposer sent for medical examination.
3. Separate receipt granted by postmaster for every premium or subscription paid in cash.	8. Form of assignment.
4. Form in which intimation of acceptance of a proposal should be communicated.	9. Officers admitted to the benefits of the fund since issue of Government rules.
5. Principal District Officer for postal servants.	10. Exemption of policies and contracts from stamp duty.





## Appendix No. 16.

### POSTAL INSURANCE FUND: RULES RELATING TO POSTAL LIFE INSURANCE, ENDOWMENT ASSU- RANCE, AND MONTHLY ALLOWANCES.

#### **PART I.—Rules issued by Government.**

The following rules are issued under the authority of the Government of India.

*N.B.*—The Governor-General in Council reserves to himself the right of making from time to time such additions and alterations in the rules or in the premia or subscriptions to be paid as he may consider necessary: provided that no such addition or alteration shall affect the conditions of any contract for a policy or monthly allowance which any person may have made with the Director-General of the Post Office of India under these or any other rules in force at the time of making the contract, unless such person has given his consent in writing to such addition or alteration.

#### **Definitions.**

1. In these rules—

The expression "Life Insurance" means a contract entered into by Government to pay a given sum of money, on the death of an individual, to his legal representatives or assigns.

The expression "Endowment Assurance" means a contract entered into by Government to pay a given sum of money to an individual or his assigns, at a certain specified period of his life, or to his legal representatives or assigns at his death, if death occurs before the specified date.

The term "Insurance" includes life insurance and endowment assurance.

The term "Policy" means the written document containing the contract in respect of an insurance.

The term "Monthly Allowance" means a fixed sum payable monthly to a purchaser during his lifetime.

The term "Contract for Monthly Allowance" means the written document containing the agreement for the payment of a fixed monthly sum to the purchaser.

The expression "Proposer" means the person who applies for a life insurance or endowment assurance policy, or for the purchase of a monthly allowance.

The expression "the insured" or "insured person" means the person to whom a policy of life insurance or endowment assurance has been issued, or with whom a contract for the payment of a monthly allowance has been concluded.

The expression "Postmaster-General" means the head of a postal circle, and includes all officers exercising the powers of a Postmaster-General.

NOTE.—The Director-General of the Post Office exercises the functions of a Postmaster-General with regard to the establishment of his own office and all officers immediately subordinate to him.

The expression "post office," as used in these rules, does not include a branch post office.

The expression "Principal District Officer" means the principal gazetted officer of the department to which the proposer or insured person belongs, in the district in which the proposer or insured person is serving. When there is no gazetted officer of the proposer's or insured person's department in the district, the term "Principal District Officer" means the gazetted officer to whom the proposer or insured person is immediately subordinate.

NOTE.—When the head of a department is himself the Principal District Officer of a proposer or insured person, he may nominate another gazetted officer of the department for the purpose of performing the duties prescribed in these rules for Principal District Officers.

The expression "Immediate Superior" means the head of the office in which the proposer is serving. If the proposer is himself the head of the office, the expression "immediate superior" means the officer to whom the proposer is directly subordinate.

The term "Premium" means the periodical payment for any policy.

The term "Subscription" means a sum of money payable either in a single sum or in monthly instalments for the purchase of a monthly allowance.

### General Rules.

2. All Government servants (male or female) whose pay is audited in Civil or Public Works Account Offices, ~~and~~ all members of establishments of the Military Department, under audit of the Military Account Offices, who are subject to civil rules, <sup>and all ~~other~~ servants</sup> are admissible to the <sup>same</sup> ~~same~~.

Appendix No. 16, Part I, rule 2, page 340—

*Line 2: Strike out the word and*

*Line 1: After civil rules, insert and all Government*

includes servants paid  
rs.

the Fund have been ex-  
l at the end of this

3. Any Government servant on any of the establishments mentioned in rule 2—

- (a) may effect an insurance on his life for a sum not less than R50 or more than R4,000 payable at death ;
- (b) may purchase an endowment assurance policy for a sum not less than R50 and not more than R4,000, payable on his attaining the age of 45 or at some subsequent specified age, or at death if death occurs before he attains the age of 45 or other specified age ;
- (c) may purchase a monthly allowance, not less than 8 annas or more than R50, the payment of which may begin immediately, or at some specified future date.

NOTE.—The benefits detailed in this rule can be granted only to *permanent* members of the establishments mentioned in rule 2.

4. All Government servants who are admitted to the benefits of the Postal Insurance Fund have direct Government security for the payment at the proper time of the money due to them.

5. Tables showing the ages at which life insurance and endowment assurance policies and monthly allowances can be purchased, and the premia or subscriptions payable in each case, are attached to these rules.

6. No Government servant who has once been admitted to the benefits of the Postal Insurance Fund shall forfeit his right or interest in any life insurance or endowment assurance policy or monthly allowance purchased by him under these rules, by reason of his quitting the service of Government, from any cause whatsoever (except that referred to in rule 7), provided that all payments due under the rules are regularly made.

7. False information knowingly furnished by a Government servant admitted to the benefits of the Postal Insurance Fund will render void the contract concluded with him, lead to the forfeiture of all payments made, and render him liable to dismissal from Government service.

8. Government officials are prohibited, under pain of dismissal, from making public any information of a private character obtained in the course of business regarding the Postal Insurance Fund or any transactions relating thereto.

9. A life insurance or endowment assurance policy, like other personal property, forms a portion of the estate of the holder, and his legal representatives are entitled to the payment of the sum assured in the absence of any provision to the contrary. The holder can, however, by an assignment endorsed on the policy, make the sum

assured payable to any person he chooses to name, provided that it appears on the face of the assignment that it is made for valuable consideration, and that the assignment is registered in the office of the Postmaster-General. The policy-holder may arrange with the assignee of the policy that all future premia shall be paid by the latter in the manner prescribed.

NOTE.—A contract for a monthly allowance payable to the purchaser during his lifetime cannot be assigned to any other person.

10. The administration of the Postal Insurance Fund under these rules is vested in the Director-General of the Post Office who is authorised to issue from time to time such subsidiary regulations and orders as he may deem necessary, provided that no such regulation or order shall be inconsistent with any provision of these rules or any rules that may hereafter be made by the Governor-General in Council.

11. The accounts connected with the Postal Insurance Fund will be kept in the office of the Comptroller, Post Office.

### Life Insurance and Endowment Assurance.

12. Life insurance can be effected in two ways, *vis*: —

- (a) By a monthly payment, until the person insured reaches the age of either 50 or 55;
- (b) By monthly payments during the life of the person insured.

An endowment assurance can be effected—

By a monthly payment, until the person insured reaches the age of 45, or some subsequent specified age not exceeding 55 years.

13. In every case the proposal for a life insurance or endowment assurance must be submitted in the prescribed form, and the proposer must undergo a medical examination. Forms of proposal are annexed to these rules.

NOTE.—Should a proposer, after undergoing the medical examination, change his mind as to taking out a policy and decide not to proceed further with his proposal, or should an insured person after taking out a policy, discontinue payment of the premia before the policy has been in force for twelve months, he will be required to pay a fixed fee of R4 for the medical examination which will be deducted from the next pay due to him.

14. A life insurance or endowment assurance contract will be held to commence from the date borne by the policy or written document in which the contract is recorded; and the policy will be given to the person insured for custody.

NOTE.—A policy holds good in the event of a Government servant losing his life while on regular service.

### Manner of effecting an Insurance.

15. When a person wishes to insure his life under these rules or to purchase an endowment assurance policy, he will be required to answer, in his own handwriting, if possible, the questions in the prescribed form of proposal which can be obtained at the nearest post office (head or sub), and to sign the form in the presence of his immediate superior, who will, in his turn, sign the certificate to the effect that he has read and explained the form to the proposer, and that the proposer's signature was affixed in his presence.[\*]

16. The immediate superior of the proposer will compare the answers in the form of proposal with the proposer's service-book or service-roll, and after satisfying himself that the details of the proposer's service have been properly recorded and attested, will forward the proposal and service-book, or a certified extract from the service-roll, in a registered envelope, by first mail if possible to the Principal District Officer of the department in which the proposer is serving.

17. The Principal District Officer, on receipt of the proposal and service-book, or certified extract from the service-roll will examine them. If the entry regarding the proposer's age in the proposal does not agree with that in the service-book, or certified extract from the service-roll, the Principal District Officer will take immediate steps to have the discrepancy reconciled. If necessary, he will obtain from other officials of the department to which the proposer belongs, or from the officials of any other department under whom the proposer may have served, or from the persons named in the proposal, or from any other source, information regarding the proposer's age.

NOTE.—If the record of the proposer's services is maintained in the "History of services of Gazetted and other officers," the Principal District Officer should examine this book to satisfy himself about the correctness of the entry in the proposal regarding the proposer's age.

18. The Principal District Officer will then forward the proposal, in a registered envelope, to the Civil Surgeon, and request him to examine the proposer and to record his opinion regarding the proposer's age and health in the place provided for this purpose at the end of the form of proposal. He will likewise furnish the Civil Surgeon with a personal description of the proposer, so as to

[\* When these rules are next revised, Government will be asked to add the following Note to this rule, and in the meantime, the instructions in the Note should be acted on :—

NOTE.—When there is any difficulty in the way of the certificate being signed by the proposer's immediate superior, it may be signed, with the permission of the Postmaster General by the local postmaster or any other responsible Government Officer.]

enable him to identify the latter, and request him to forward the proposal, duly completed and signed, in a registered envelope addressed to the Postmaster-General. The despatch of the proposal to the Civil Surgeon will be intimated to the immediate superior of the proposer.

NOTE.—The personal description of the proposer, referred to in this rule, should contain the following particulars, *vis.*—(1) Height, (2) Complexion, (3) Colour of hair, (4) Colour of eyes, (5) Figure, and (6) Personal marks or peculiarities (such as scars, moles, or any peculiarity of figure or gait of a distinctive character).

NOTE 2.—When there is a Civil Surgeon in the district, the examination must be made by that officer. When there is no Civil Surgeon in the district the examination may be made by any Commissioned Medical Officer or any Medical Officer in charge of a district.

19. On receipt of intimation from the office of the Principal District Officer that the proposal has been sent to the Civil Surgeon, the proposer's immediate superior will direct the proposer to present himself for examination by the Civil Surgeon without delay. If not personally known to the Civil Surgeon, the proposer should be accompanied by some person who can identify him.

20. The Civil Surgeon will examine the proposer and require him to answer such enquiries regarding his health as he may think fit to make. He will sign the medical certificate and obtain the proposer's signature to the declaration on the form of proposal. He will then send the proposal in a registered envelope to the Postmaster-General.

NOTE.—The Civil Surgeon will receive a fixed fee of ₹4 for the medical examination and should forward a claim for this amount to the Postmaster-General who will countersign and return it to him for payment at the nearest post office.

21. The Postmaster-General will decide whether the proposal is to be accepted or not, after satisfying himself, among other things, that the proposer's signature made before the Civil Surgeon agrees with that made before the immediate superior. If he decides that the proposal should be accepted, he will request the Comptroller, Post Office, to issue a policy and to send it to the post office, to be named by the Postmaster-General, at which the proposer can most conveniently take delivery of it. The Postmaster-General will issue a notice at the same time to the proposer informing him of the acceptance of his proposal and of the probable date on which the policy will reach this post office, and requesting him to arrange to take delivery of it by payment of the first premium in cash within ten days. The Postmaster-General will communicate his acceptance or rejection of the proposal to the Principal District Officer of the department in which the proposer is serving.

NOTE 1.—The Postmaster-General may not, without the special sanction of the Director-General of the Post Office, accept as the proposer's date of birth a date which does not agree with the entry of his age in the service-book, or service-roll, or History of Services of Gazetted Officers.

NOTE 2.—For the purposes of the Postal Insurance business the Civil Surgeon at the headquarters of each postal circle, or in the case of a Presidency town one of the Presidency Surgeons, to be selected by the Civil Administrative Medical Officer of the Province, is appointed *ex-officio* Consulting Physician to the head of the postal circle. The latter officer may refer to the Consulting Physician of the circle for opinion on any medical certificate granted to a proposer by a person who is not a Commissioned Medical Officer.

NOTE 3.—The Postmaster-General should not accept a proposal if the proposer has ceased, or at the time of tendering his first premium will have ceased, to be a Government servant.

22. The Comptroller, Post Office, will prepare a policy in the name of the proposer and date it ten days after the date of acceptance of the proposal. The policy will bear a serial number, and will be signed by the Comptroller, Post Office, on behalf of the Director-General of the Post Office. The policy will then be forwarded, registered on postal service, to the post office concerned, accompanied by a receipt for the policy to be signed by the proposer. Intimation of the despatch of the policy will be sent at the same time to the Postmaster-General and to the proposer. The Comptroller, Post Office, will also send (or, in the case of Government servants serving in a department other than the Postal Department, request the Audit Officer of the department to send) the necessary instructions to the proposer's immediate superior as to realizing the premia due on the policy.

23. On receipt of the policy from the Comptroller, Post Office, the postmaster will deliver it to the insured person, provided that the first premium, which is always payable in cash, has been paid. Under no circumstances may a policy be delivered until the insured person has paid this premium. The postmaster will obtain the signature of the insured person on the receipt which accompanied the policy, and then return the receipt to the Comptroller, Post Office.

NOTE 1.—If delivery of a policy is not taken within fifteen days from the date of its receipt from the office of the Comptroller, Post Office, a report should be made by the postmaster concerned to the Postmaster-General, a copy, with the policy, being sent to the Comptroller, Post Office. The Postmaster-General will at once inform the Principal District Officer of the proposer. The Comptroller is authorised to issue a fresh policy on receipt of an application from the proposer within 30 days of the date of his receiving back the original policy.

NOTE 2.—Payment of the first premium should not be accepted by a postmaster if he knows that the person tendering it is at the time no longer a servant of Government. The policy in such a case should be returned to the Comptroller, to be cancelled, with an explanatory letter.

24. When an insurance is effected, the insured person will be supplied by the Comptroller, Post Office, (through the post office concerned) with a premium receipt-book, in which he should enter the payment of each premium, whether made in cash or by deduction from a salary bill. The necessary entries must be made in English,



and if the insured person cannot write English, the entries in his book will be made by the officer who pays him his salary. If, owing to the absence on leave of the insured person, or to any other cause, the premia due are paid in cash, the postmaster receiving the money will grant a receipt for it in this book, and only those payments that are made in cash will be acknowledged in the premium receipt-book. When the book is filled up, it should be forwarded to the Comptroller, Post Office, who, after he has verified the entries, will issue a new book in which will be noted, under his signature, the month up to which premia have been paid.

**NOTE.**—In the event of a premium receipt-book being lost, the insured person should apply, through his immediate superior, to the Postmaster-General for a duplicate book, stating in his application the circumstances under which the original book was lost. At the request of the Postmaster-General, the Comptroller, Post Office, will issue a duplicate book and send it to the post office named in the application, where it will be delivered to the insured person on his paying a fee of eight annas. The Postmaster-General may, however, if he is satisfied that the original book was lost through no fault of the insured person, authorise delivery of the duplicate without recovery of the fee.

25. (a) No one life can be insured for a less sum than ₹50; but when a life has been insured for ₹50, further insurances may be effected on the same life from time to time, for any sum that is a multiple of ₹50, until the whole sum for which it is insured amounts to ₹4,000.

(b) An endowment assurance policy cannot be issued for a less sum than ₹50; but further assurances may be effected by the same person for any sum that is a multiple of ₹50, until the whole sum for which an endowment assurance is purchased amounts to ₹4,000.

26. Subject to the limitations prescribed in rule 25, any Government servant who has purchased a life insurance policy may insure his life for a further sum. With this object he should submit a proposal in the prescribed form. He will, in due course, be directed to present himself for medical examination, and, if his proposal be accepted, he will be informed accordingly in the manner prescribed in rule 21. In the same manner, any person who has purchased an endowment assurance policy may effect a further assurance under the same terms for an additional sum, subject to the limitations specified in rule 25.

**NOTE.**—A Government servant who has effected an insurance on his life may also purchase an endowment assurance policy, and a Government servant who has purchased an endowment assurance policy may effect an insurance on his life, provided that the aggregate sum assured under both policies does not exceed ₹4,000.

### Purchase of Monthly Allowances.

27. (a) Monthly allowances are either "immediate" or "deferred."

(b) An *immediate monthly allowance* is a fixed monthly income secured by payment of money in a single sum; it commences from the month succeeding that in which the purchase is concluded, and lasts during the lifetime of the purchaser.

(c) A *deferred monthly allowance* is a fixed monthly income, secured by payment of money in a stipulated number of monthly instalments extending over a period of at least five years; it commences after the expiration of a specified term of years, and lasts during the lifetime of the purchaser. The first payment of a deferred monthly allowance is due on the first day of the month following the date on which the specified term of years expires.

28. A contract for a monthly allowance will be held to commence from the date borne by the contract or written document, and the contract will be given to the purchaser for custody.

29. The monthly allowance granted on any one life cannot consist of any sum which is not a multiple of 8 annas. Purchasers need not purchase the whole amount of a monthly allowance at one time. Subject to the above provisions, they may begin by purchasing such part as they can afford to purchase and go on increasing their purchases, from time to time, as their circumstances permit.[\*]

30. When a person wishes to purchase a monthly allowance under these rules, he will be required to answer, in his own handwriting, if possible, the questions in the prescribed form of proposal which can be obtained at the nearest post office (head or sub), and to sign the declaration on the form in the presence of his immediate superior, who will, in his turn, sign the certificate to the effect that he has read and explained the form to the proposer, and that the proposer's signature was affixed in his presence.

31. The immediate superior of the proposer will compare the answers in the form of proposal with the proposer's service-book or service-roll, and after satisfying himself that the details of the proposer's service have been properly recorded and attested, will forward the proposal and service-book, or a certified extract from the service-roll, in a registered envelope, by first mail if possible, to the Principal District Officer of the department in which the proposer is serving.

32. The Principal District Officer, on receipt of the proposal and service-book, or certified extract from the service-roll, will examine

[\* When these rules are next revised, Government will be asked to add the following Note to this rule, and in the meantime, the instructions in the Note should be acted on :—

NOTE.—Monthly allowances purchased under Article 867 of the Civil Service Regulations, by the Trustees, Committee, or Managers of Local Funds, as pensions or annuities for their servants may include any fraction of a rupee.]

them. If the entry regarding the proposer's age in the proposal does not agree with that in the service-book or certified extract from the service-roll, the Principal District Officer will take immediate steps to have the discrepancy reconciled. If necessary, he will obtain from other officials of the department to which the proposer belongs, or from the officials of any other department under whom the proposer may have served, or from the persons named in the proposal, or from any other source, information regarding the proposer's age. The proposal, with all documents connected with the case, will then be forwarded in a registered envelope to the Postmaster-General.

NOTE—See note to rule 17.

33. The Postmaster-General will decide whether the proposal is to be accepted or not. If he decides that the proposal is to be accepted he will request the Comptroller, Post Office, to issue a contract for the monthly allowance and to send it to the post office, to be named by the Postmaster-General, at which the proposer can most conveniently take delivery of it. The Postmaster-General will give intimation at the same time to the proposer informing him of the acceptance of his proposal and the probable date on which the contract for the monthly allowance will reach this post office, and requesting him to arrange to take delivery of it by payment of the first subscription in cash within ten days. The Postmaster-General will also communicate his acceptance or rejection of the proposal to the Principal District Officer of the department in which the proposer is serving.

NOTE.—The Postmaster-General should not accept a proposal if the proposer has ceased or at the time of tendering his first subscription will have ceased, to be a Government servant.

34. The Comptroller, Post Office, will prepare a monthly allowance contract in the name of the proposer, and date it ten days after the date of acceptance of the proposal. The contract will bear a serial number and will be signed by the Comptroller, Post Office, on behalf of the Director-General of the Post Office. The contract will then be forwarded, registered on postal service, to the post office concerned, accompanied by a receipt for the contract to be signed by the proposer. Intimation of the despatch of the contract will be sent at the same time to the Postmaster-General and to the proposer. The Comptroller, Post Office, will further send (or, in the case of Government servants serving in a department other than the Postal Department, request the Audit Officer of the department to send) the necessary instructions to the proposer's immediate superior as to realizing the subscriptions due on the contract.

35. On receipt of the contract for the monthly allowance from the Comptroller, Post Office, the postmaster will deliver it to the

purchaser, provided that the first subscription, which is always payable in cash, has been paid. If the subscription is payable in a single sum, the full amount will be realised from the purchaser before the contract is delivered to him: if the subscriptions are payable monthly, the first payment—for a full month—must be realised before the contract is delivered. Under no circumstances may a contract be delivered until the purchaser has paid the first subscription due on it. The postmaster will obtain the signature of the purchaser on the receipt which accompanied the contract, and then return the receipt to the Comptroller, Post Office.

NOTE 1.—If delivery of the contract is not taken within 15 days from the date of its receipt from the Comptroller, Post Office, a report should be made by the postmaster concerned to the Postmaster-General, a copy, with the contract, being sent to the Comptroller, Post Office. The Postmaster-General will at once inform the Principal District Officer of the proposer. The Comptroller is authorised to issue a fresh contract on receipt of an application from the proposer within 30 days of the date of his receiving back the original contract.

NOTE 2.—Payment of the first subscription should not be accepted by a postmaster if he knows that the person tendering it is at the time no longer a servant of Government. The contract for the monthly allowance in such a case should be returned to the Comptroller, to be cancelled, with an explanatory letter.

36. If the monthly allowance for which the contract is granted is to be secured by payment of a single subscription, the delivery of the contract to the purchaser will be held to constitute a sufficient receipt for the subscription paid. But if the monthly allowance is to be secured by payment of monthly subscriptions, the purchaser will be supplied by the Comptroller, Post Office, (through the post office concerned) with a subscription receipt-book, in which he should enter the payment of each subscription, whether made in cash or by deduction from a salary bill. The necessary entries must be made in English, and if the purchaser cannot write English the entries in his book will be made by the officer who pays him his salary. If owing to the absence on leave of the purchaser, or to any other cause, the subscriptions are paid in cash, the postmaster receiving the money will grant a receipt for it in this book, and only those payments that are made in cash will be acknowledged in the book. When the book is filled up, it should be forwarded to the Comptroller, Post Office, who, after he has verified the entries, will issue a new book, in which will be noted, under his signature, the month up to which the subscriptions have been paid.

NOTE.—In the event of a subscription receipt-book being lost, the insured person should apply, through his immediate superior, to the Postmaster-General for a duplicate book, stating in his application the circumstances under which the original book was lost. At the request of the Postmaster-General, the Comptroller, Post Office, will issue a duplicate book and send it to the post office named in the application, where it will be delivered to the insured person on his paying a fee of eight annas. The Postmaster-General may, however, if he is satisfied that the original book was lost through no fault of the insured person, authorise delivery of the duplicate without recovery of the fee.

37. Subject to the limitations specified in rule 29, any person who is already a purchaser may, provided that he is still in Government service, purchase a further monthly allowance. With this object he should submit a proposal in the prescribed form, and if his proposal be accepted, he will be informed accordingly in the manner described in rule 33.

### Manner of realising Premia or Subscriptions.

38. The first premium on a policy and the first subscription on a contract for a monthly allowance must always be paid in cash by the insured person. If a monthly allowance is purchased by payment of the subscription in a single sum, it will of course be paid in cash. Subsequent premia or subscriptions payable monthly, will be recovered, as far as possible, by deduction from the pay of the insured person, so long as he remains a servant of Government. The insured person is responsible that the amount of the premium or subscription, which is due on the first day of each month, shall be deducted from his pay for the preceding month, *e.g.*, the premium or subscription due for June will be deducted from the insured person's pay for May, which is drawn on the 1st June. Payment of premia or subscriptions by insured persons who have quitted the service of Government is governed by rule 50.

NOTE 1.—When an insured person proceeds on leave in India, he must arrange for the payment, at any post office which he may select, of the premia or subscriptions payable on his policy or contract for a monthly allowance, and intimate the fact to the Comptroller. The postmaster receiving the money will grant a receipt for it in the premium or subscription receipt-book of the insured person. The same rule applies to the case of an insured person while under suspension.

NOTE 2.—When an insured person proceeds on leave out of India, he must either arrange with the Comptroller, Post Office, for the payment monthly at any Indian post office that he may select, of the premia or subscriptions due on his policy or contract for a monthly allowance or pay the premia or subscriptions for the whole period of his absence in advance.

NOTE 3.—If an insured person, on leave or under suspension, neglects to pay the premium or subscription due on his policy or contract on or before the 21st day\* of any month in which such premium or subscription is due, the procedure laid down in rule 53 will be followed.

NOTE 4.—If the premium or subscription due for any month is not deducted from the salary bill of the insured person, or from the establishment bill of the office in which his pay is drawn, by an oversight, whether on his own part or on the part of the officer whose duty it is to draw his salary, he should forthwith pay the premium or subscription in cash into the nearest post office and obtain the postmaster's receipt for it in his premium or subscription receipt-book: if the premium or subscription is not paid on or before the 21st day\* of the month in which it is due, the insured person shall be considered a defaulter and the policy or contract for monthly allowance shall become void.

NOTE 5.—When a policy has been assigned by the insured person to any other person, the insured person may arrange with the assignee that all the premia shall be paid from time to time by the latter, and the assignee will, with the concurrence of the Postmaster-General, pay in cash the monthly premium to the postmaster selected by him for the purpose. The Postmaster General will intimate the fact to the Comptroller, Post Office. If the premium is not paid on or before the 21st day\* of the month in which it is due the policy shall become void.

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\* Or the next business day when the 21st falls on a Sunday or public holiday.

39. The Audit Officer of each department will furnish the Comptroller, Post Office, with a monthly statement in the prescribed form showing all payments of premia or subscriptions realised by deduction from the pay of persons belonging to his department and will give credit for the total amount of such realisations in his exchange account with the Comptroller, Post Office, or through the Central adjusting account if there is no exchange account with the Post Office.

40. When an insured person is transferred from one establishment to another the premium or subscription recoverable from him should be recorded in his last pay certificate in view of the necessary deduction being made from his pay at the new office. Notice of the transfer should be given to the Audit Officer of the department and to the Comptroller, Post Office.

41. If the purchaser of a monthly allowance desires to commute his future subscriptions for a lump payment, his application should be submitted to the Comptroller, Post Office, who will forward a contract in the prescribed form for delivery to the purchaser in place of the original contract, and intimate to the postmaster concerned the amount of the lump payment to be realised in cash. The receipt of this amount should be acknowledged in the subscription receipt-book, and the original contract surrendered should be returned to the Comptroller, Post Office. If the purchaser belongs to a department other than the Postal Department, the Comptroller, Post Office, will inform the Audit Officer of the department concerned of the transaction, and request him to issue instructions to the immediate superior of the purchaser of the monthly allowance that no further deductions on account of subscriptions are due from his pay.

### Payment of Policies.

42. Any person who claims payment of a policy on the death of an insured person will be required to fill in and sign an application in a prescribed form, which can be obtained at any post office (head or sub), and to forward this to the Postmaster-General with the policy and premium receipt-book, and a death certificate or other satisfactory evidence of the death of the insured person. If he is the legal assignee of the policy, he will further be required to forward to the Postmaster-General any separate deed of assignment that he may hold.

43. On receipt of the application and documents referred to in the preceding rule, the Postmaster-General will send the premium receipt-book, with an intimation of the date of death, to the Comptroller, Post Office, who will issue a certificate stating up to what date

the premia due on the policy have been paid, and the number and amount of any premia which are in arrears. On receipt of this certificate, the Postmaster-General, if all the premia have been paid, or if the death occurred on or before the 21st day of a month and there is only one premium in arrears, will issue an order for the payment of the sum assured under the policy, less the amount, if any, due on account of the premium in arrears. If any premium remained unpaid on the 21st day of the month, on the 1st day of which it fell due, the Postmaster-General will not order payment unless he has allowed the policy to be renewed under rule 53. Claims are not payable until one month after proof of death, but endeavours will always be made to pay them with as little delay as possible. The order for payment will be sent to the postmaster concerned, who will notify its arrival to the person beneficially interested in the policy, to whom the amount should be paid on his signing a stamped receipt for it on the back of the order. The Postmaster-General will forward the policy to the Comptroller, Post Office, for record.

44. When the purchaser of an endowment assurance policy claims payment of the policy on his attaining the age specified in his policy, he will be required to forward his policy and premium receipt-book with the necessary application to the Postmaster-General. The Postmaster-General will send the premium receipt-book to the Comptroller, Post Office, who will issue a certificate stating up to what date the premia due on the policy have been paid, and the number and amount of any premia which are in arrears. On receipt of this certificate the Postmaster-General, if all the premia have been paid, or if the payment of the policy fell due on or before the 21st day of a month and there is only one premium in arrears, will issue an order for the payment of the sum assured under the policy, less the amount, if any, due on account of the premium in arrears. If any premium remained unpaid on the 21st day of the month, on the 1st day of which such premium fell due, the Postmaster-General will not order payment unless he has allowed the policy to be renewed under rule 53. The order for payment will be sent with as little delay as possible to the postmaster concerned, who will notify its arrival to the insured person, to whom the amount will be paid on his signing a stamped receipt for it on the back of the order. The Postmaster-General will forward the policy to the office of the Comptroller, Post Office, for record.

**NOTE.**—The assignee of an endowment assurance policy may claim payment of the policy on the insured person attaining the age specified in the policy. If the assignee produces a deed of assignment duly executed, with the policy and the premium receipt-book, the Postmaster-General, after making such further enquiries as he may deem fit and obtaining the certificate prescribed in this rule from the Comptroller, may order payment of the policy to the assignee and the procedure prescribed in this rule for the payment of the policy shall then be followed.

45. If, in any case, the policy and premium receipt-book are not produced, the sanction of the Director-General of the Post Office must be obtained by the Postmaster-General before he orders payment of the policy. The sanction in such a case will be communicated by the Director-General of the Post Office to the Comptroller at the same time that it is communicated to the Postmaster-General, and the Postmaster-General's order of payment must be audited by the Comptroller before payment is actually made.

### **Payment of monthly allowances.**

46. Before the first monthly allowance becomes payable to the purchaser, he should intimate to the Comptroller, Post Office, the name of the post office at which he desires to receive the allowance. When the first payment of the allowance falls due, the Comptroller, Post Office, will issue an order to the postmaster concerned authorising him to pay the amount on production by the purchaser of a life certificate in the prescribed form.\* The Comptroller's order will be the postmaster's authority for paying the allowance each month until the purchaser leaves the locality or until his death. If the purchaser removes to another district, he should previously intimate in writing to the postmaster the name of the post office at which he wishes to receive the allowance. The postmaster will send this intimation to the Comptroller, Post Office, and forward at the same time the order for payment of the monthly allowance, in an envelope registered on postal service, to the office named by the purchaser or to its head office if the office named be a sub-office.

47. (a) When a purchaser attends at the post office to receive payment of his monthly allowance, the postmaster will, if necessary, have him identified by some respectable person. He will also examine the life certificate produced by the purchaser, and if it is in order will pay the allowance, taking the payee's receipt on the back of the certificate. The life certificate will be forwarded to the Comptroller, Post Office, as a voucher for the payment.

(b) The full amount of the allowance for the month in which the purchaser dies will be paid to his heirs.

### **Surrender of Policies or Contracts for Monthly allowances.**

48. If the purchaser of a life insurance or endowment assurance or a contract for a monthly allowance under these rules desires to discontinue payment of the premium or subscription due under his policy or contract, he must give notice in writing to the Postmaster-General of his intention to do so, deliver up his policy or contract, together with the premium or subscription receipt-book, and at the

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\* This can be obtained at any post office (head or sub).



same time intimate the fact of his having done so direct to the Comptroller, Post Office. The notice to the Postmaster-General should be forwarded through the Principal District Officer of the insured person, but the intimation to the Comptroller should be given direct. With the sanction of the Director-General of the Post Office, but not otherwise, and provided that three years' premia or subscriptions shall have been paid on the policy or contract to be surrendered, the purchaser shall, on surrendering his policy or contract, be entitled to obtain one-half of the surrender value thereof which will be calculated according to the Director-General's table of surrender values.

49. When an insured person has surrendered his policy or contract under the preceding rule, no further deductions on account of premium or subscription will be made from his pay. The Comptroller, Post Office, will inform the Audit Officer of the department concerned of the fact of the surrender of the policy or contract, and that officer will issue the necessary instructions to the immediate superior of the insured person. On receipt of an order from the Postmaster-General to pay to the insured person the amount payable on account of the surrender of his policy or contract, the postmaster concerned will give notice to the insured person to present himself at the post office, and on his so presenting himself, the amount will be paid to him. The payee's receipt, stamped, if necessary, will be taken on the back of the order and will be forwarded to the Comptroller, Post Office, as a voucher for the payment.

### **Policies and contracts for monthly allowances held by persons who have left the Government Service.**

50. If an insured person resigns or retires or is dismissed from the service of Government, his policy or contract for a monthly allowance holds good so long as the premia or subscriptions due are regularly paid by him on or before the 21st day\* of each month to the post office selected by him with the knowledge and concurrence of the Comptroller, Post Office. As soon as the connection of the insured person with Government ceases, he should address the postmaster of the office at which he proposes to pay his premia or subscriptions in future, informing him of the fact, and the postmaster will receive the money and give receipts for it in the usual manner on production of the premium or subscription receipt-book. The Comptroller, Post Office, should be advised by the insured person of every change in the post office at which the payments are made under this rule.

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\* Or the next business day when the 21st falls on a Sunday or public holiday.

51. If an insured person who has ceased to be a servant of Government neglects to pay the premium or subscription due on his policy or contract on or before the 21st day \* of any month in which such premium or subscription is due, the postmaster concerned will report the circumstance to the Comptroller, Post Office, who, if the premium or subscription has not been paid elsewhere, will advise the Postmaster-General of the circumstance. If the premium or subscription is tendered on any subsequent date it shall not be received. When a policy or contract for a monthly allowance is renewed under rule 53, the Postmaster-General will authorise the postmaster concerned to receive the premium or subscription due in addition to such fine as the Postmaster-General may impose, and will send a copy of such authority to the Comptroller, Post Office, for record in his office.

### **Premia and subscriptions, as well as policies and monthly allowances when due, payable only in India.**

52. If the purchaser of a life insurance or endowment assurance policy or a contract for a monthly allowance quits India, he must arrange with the Comptroller, Post Office, for the payment at any Indian post office which he may select, of the premia payable on his policy or the subscriptions payable on his contract. If the insured person dies out of India, the value of his policy will be paid to the person beneficially interested at any Indian post office that may be selected by such person. If a monthly allowance becomes payable to a purchaser who has left India, the amount will be paid at any Indian post office which he may select, subject to the production each month of a life certificate signed by a Justice of the Peace, Minister, Church-warden, or legally qualified Medical Officer.

### **Lapsing of Policies or contracts.**

53. If the premium or subscription due under a policy or contract for a monthly allowance be not paid or deducted from the pay of the purchaser of an insurance or deferred monthly allowance on or before the 21st day \* of any month in which such premium or subscription is due, the policy or contract will become void. But, if the Postmaster-General in his discretion thinks fit to allow it, a lapsed policy or contract may be renewed on the following conditions, *viz.* :—

- (a) The defaulter must make an application for renewal to the Postmaster-General within three months from the first day of the month for which his premium or subscription was due ;

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\* Or the next business day when the 21st falls on a Sunday or public holiday.

(b) He must pay such fine, and submit to such conditions, as the Postmaster-General may impose.

*Explanation.*—In this rule the term “defaulter” includes not only the defaulting insured person, but also the assignee of a policy.

54. In special cases and for recorded reasons the Director-General of the Post Office may sanction the renewal of a policy or contract when application for renewal is not made within the three months mentioned in the preceding rule. Provided that in every such case the applicant must (1) undergo a fresh medical examination and receive a satisfactory medical certificate, and (2) pay to the Fund the amount of the Medical Officer's fee and all arrears of premium or subscription, with interest to date of payment at 8 per cent. per annum, together with any further fine that the Director-General of the Post Office may impose. Provided also that the Director-General of the Post Office shall not sanction the renewal of any policy or contract for which an application for renewal is not made within six months from the date on which the policy or contract became void.

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TABLE I.

## Life Insurance.

*The payment of Rupees Fifty (Rs 50) at death can be secured by monthly subscriptions for a stated number of years, the amounts of which depend on the age of the subscriber, as shown below:—*

1	2		3
Age.	By payment of a monthly subscription, commencing at the age entered in column 1, and ceasing at the age of		By payment of a monthly subscription, commencing at the age entered in column 1 and continuing for remainder of life.
	50	55	
	Rs a. p.	Rs a. p.	Rs a. p.
21	0 1 7	0 1 6	0 1 4
22	0 1 8	0 1 6	0 1 5
23	0 1 8	0 1 7	0 1 6
24	0 1 10	0 1 8	0 1 6
25	0 1 11	0 1 9	0 1 7
26	0 2 0	0 1 10	0 1 8
27	0 2 1	0 1 11	0 1 9
28	0 2 2	0 2 0	0 1 9
29	0 2 4	0 2 1	0 1 10
30	0 2 5	0 2 2	0 1 11
31	0 2 7	0 2 4	0 2 0
32	0 2 9	0 2 5	0 2 1
33	0 2 11	0 2 7	0 2 2
34	0 3 1	0 2 8	0 2 3
35	0 3 3	0 2 10	0 2 4
36	0 3 6	0 2 11	0 2 5
37	0 3 9	0 3 1	0 2 6
38	0 4 1	0 3 3	0 2 7
39	0 4 5	0 3 6	0 2 8
40	0 4 10	0 3 9	0 2 9
41	0 5 4	0 4 0	0 2 11
42	0 6 0	0 4 3	0 3 0
43	0 6 9	0 4 7	0 3 2
44	0 7 10	0 5 0	0 3 3
45	0 9 4	0 5 6	0 3 5
46			0 3 6
47			0 3 8
48			0 3 10
49			0 4 0
50			0 4 2

NOTE.—By the term "age" is meant the nearest complete age, e.g., 29 years 7 months and 30 years 5 months, both reckon as 30 years.

TABLE II.

**Immediate Monthly Allowance.**

*A monthly allowance of Annas Eight (As. 8), commencing at once, and lasting throughout life, can be secured by a single payment, the amount of which depends on the age of the purchaser, as shown below:—*

Age.	Amount of single payment.	
	R a. p.	
21	109 9 0	
22	107 15 0	
23	106 6 1	
24	104 12 2	
25	103 2 3	
26	101 8 4	
27	99 14 5	
28	98 3 6	
29	96 8 8	
30	94 13 9	
31	93 3 10	
32	91 9 11	
33	90 0 0	
34	88 7 0	
35	86 14 1	
36	85 6 1	
37	83 13 1	
38	82 3 2	
39	80 9 3	
40	78 15 4	
41	77 3 6	
42	75 7 8	
43	73 10 11	
44	71 15 6	
45	70 4 2	
46	68 9 3	
47	66 14 5	
48	65 4 6	
49	63 10 7	
50	62 1 7	
51	60 8 8	
52	59 0 8	
53	57 8 8	
54	55 14 9	
55	54 3 10	
56	52 6 1	
57	50 5 5	
58	48 5 9	
59	46 6 1	
60	44 8 4	

NOTE.—By the term "age" is meant the nearest complete age, e.g., 29 years 7 months and 30 years 5 months, both reckon as 30 years.



Appendix No. 16, page 358—

For the existing Table II, substitute the following :—

TABLE II.

Immediate Monthly Allowance.

*A monthly allowance of 8 annas commencing at once, and lasting throughout life can be secured by a single payment at the under-mentioned ages.*

Age.	Amount of single payment.		
	R	a.	p.
21	111	13	5
22	111	14	5
23	111	11	6
24	111	5	9
25	110	12	2
26	110	0	8
27	109	3	2
28	108	2	11
29	107	3	6
30	106	2	3
31	105	1	0
32	103	15	8
33	102	13	5
34	101	11	2
35	100	8	0
36	99	4	10
37	98	0	8
38	96	11	6
39	95	6	5
40	94	0	4
41	92	10	3
42	91	2	3
43	89	10	3
44	88	1	
45	86	7	4
46	84	14	5
47	83	4	6
48	81	8	8
49	79	14	9
50	78	2	11
51	76	8	0
52	74	11	2
53	72	14	5
54	71	2	7
55	69	4	10
56	67	7	0
57	65	9	3
58	63	10	7
59	61	10	11
60	59	12	2

NOTE.—By the term "age" is meant the nearest complete age, e.g., 29 years 7 months and 30 years 5 months both reckon as 30 years.

Appendix No. 16, page 359 —

For the existing Table III, substitute the following:—

TABLE III.

Deferred Monthly Allowance.

*A monthly allowance of 8 annas commencing after a stated number of years and lasting throughout life can be secured by payment of a monthly subscription, the amount of which depends on the age of the subscriber, as shown below.*

Age.	AMOUNT OF MONTHLY SUBSCRIPTION TO BE PAID UNTIL THE DEFERRED MONTHLY ALLOWANCE BEG NS.					
	To com- mence after 5 years.	To com- mence after 10 years.	To com- mence after 15 years.	To com- mence after 20 years.	To com- mence after 25 years.	To com- mence after 30 years.
	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.
21	1 10 0	0 11 0	0 6 1	0 3 8	0 2 4	0 1 6
22	1 9 10	0 10 11	0 6 0	0 3 8	0 2 3	0 1 5
23	1 9 8	0 10 9	0 5 11	0 3 7	0 2 3	0 1 5
24	1 9 5	0 10 8	0 5 10	0 3 6	0 2 2	0 1 4
25	1 9 2	0 10 6	0 5 9	0 3 5	0 2 1	0 1 3
26	1 9 0	0 10 5	0 5 8	0 3 4	0 2 1	0 1 3
27	1 8 9	0 10 3	0 5 7	0 3 3	0 2 0	0 1 2
28	1 8 5	0 10 1	0 5 5	0 3 2	0 1 11	0 1 2
29	1 8 1	0 9 11	0 5 5	0 3 1	0 1 10	0 1 1
30	1 7 10	0 9 9	0 5 3	0 3 0	0 1 9	0 1 0
31	1 7 6	0 9 8	0 5 1	0 2 11	0 1 9	0 1 0
32	1 7 2	0 9 6	0 5 0	0 2 10	0 1 8	0 0 11
33	1 6 10	0 9 3	0 4 11	0 2 9	0 1 7	0 0 11
34	1 6 6	0 9 1	0 4 9	0 2 8	0 1 6	0 0 10
35	1 6 2	0 8 11	0 4 8	0 2 7	0 1 5	0 0 9
36	1 5 10	0 8 9	0 4 6	0 2 6	0 1 5	
37	1 5 6	0 8 7	0 4 5	0 2 5	0 1 4	
38	1 5 2	0 8 4	0 4 3	0 2 4	0 1 3	
39	1 4 9	0 8 2	0 4 1	0 2 2	0 1 2	
40	1 4 5	0 8 0	0 4 0	0 2 1	0 1 1	
41	1 4 0	0 7 9	0 3 10	0 2 0		
42	1 3 7	0 7 7	0 3 8	0 1 11		
43	1 3 1	0 7 4	0 3 6	0 1 10		
44	1 2 8	0 7 1	0 3 5	0 1 9		
45	1 2 3	0 6 11	0 3 3	0 1 7		
46	1 1 10	0 6 8	0 3 2			
47	1 1 4	0 6 5	0 3 0			
48	1 0 11	0 6 3	0 2 10			
49	1 0 5	0 6 0	0 2 8			
50	1 0 0	0 5 9	0 2 7			
51	0 15 6	0 5 6				
52	0 15 0	0 5 4				
53	0 14 6	0 5 1				
54	0 14 0	0 4 10				
55	0 13 6	0 4 7				

NOTE.—By the term “age” is meant the nearest complete age, e.g., 29 years 7 months and 30 years 5 months both reckon as 30 years.





TABLE III.

## Deferred Monthly Allowance.

*A monthly allowance of Annas Eight (As. 8), commencing after a stated number of years, and lasting throughout life, can be secured by payment of a monthly subscription, the amount of which depends on the age of the subscriber, as shown below :—*

AMOUNT OF MONTHLY SUBSCRIPTION TO BE PAID UNTIL THE DEFERRED MONTHLY ALLOWANCE BEGINS.						
Age.	To commence after 5 years.			To commence after 10 years.		
	R	a.	p.	R	a.	p.
21	1	8	4	0	9	11
22	1	7	11	0	9	8
23	1	7	6	0	9	6
24	1	7	0	0	9	3
25	1	6	7	0	9	1
26	1	6	2	0	8	10
27	1	5	9	0	8	8
28	1	5	3	0	8	5
29	1	4	10	0	8	3
30	1	4	5	0	8	0
31	1	4	0	0	7	10
32	1	3	7	0	7	7
33	1	3	2	0	7	6
34	1	2	9	0	7	2
35	1	2	4	0	7	0
36	1	1	11	0	6	9
37	1	1	6	0	6	6
38	1	1	1	0	6	4
39	1	0	7	0	6	1
40	1	0	2	0	5	11
41	0	15	8	0	5	8
42	0	15	3	0	5	6
43	0	14	9	0	5	3
44	0	14	4	0	5	1
45	0	13	11	0	4	11
46	0	13	6			
47	0	13	1			
48	0	12	8			
49	0	12	3			
50	0	11	10			

NOTE.—By the term "age" is meant the nearest complete age, e.g., 29 years 7 months and 30 years 5 months, both reckon as 30 years.

**TABLE IV.**  
**Endowment Assurance.**

*The payment of £1,000 at the ages mentioned at the head of each column or at death, if earlier, can be secured by monthly payments varying according to the age of the subscriber at the rates given below :—*

<i>Subscriber's Age.</i>	45	46	47	48	49	50	51	52	53	54	55
21	R a. p. 2 13 0	R a. p. 2 11 1	R a. p. 2 9 6	R a. p. 2 8 0	R a. p. 2 6 7	R a. p. 2 5 3	R a. p. 2 4 3	R a. p. 2 3 1	R a. p. 2 2 3	R a. p. 2 1 6	R a. p. 2 0 8
22	2 15 8	2 13 8	2 11 10	2 10 1	2 8 7	2 7 2	2 6 0	2 4 10	2 3 10	2 2 11	2 2 1
23	3 2 7	3 0 4	2 14 3	2 12 5	2 10 9	2 9 3	2 7 11	2 6 9	2 5 7	2 4 7	2 3 8
24	3 5 9	3 3 3	3 0 11	2 14 11	2 13 1	2 11 6	2 10 0	2 8 8	2 7 5	2 6 5	2 5 4
25	3 9 3	3 6 5	3 3 10	3 1 7	2 15 7	2 13 10	2 12 2	2 10 8	2 9 5	2 8 3	2 7 2
26	3 13 0	3 9 11	3 7 2	3 4 7	3 2 4	3 0 5	2 14 6	2 12 11	2 11 6	2 10 3	2 9 1
27	4 1 4	3 13 10	3 10 8	3 7 2	3 5 4	3 3 2	3 1 2	2 15 4	2 13 9	2 12 5	2 11 1
28	4 6 2	4 2 1	3 14 7	3 11 4	3 8 7	3 6 2	3 3 11	3 2 0	3 0 2	2 14 9	2 13 3
29	4 11 7	4 6 11	4 2 10	3 15 4	3 12 2	3 9 5	3 6 11	3 4 10	3 2 10	3 1 2	2 15 7
30	5 1 8	4 12 3	4 7 8	4 3 8	4 0 1	3 13 0	3 10 2	3 7 10	3 5 8	3 3 9	3 2 0
31	5 8 6	5 2 3	4 13 0	4 8 4	4 4 5	4 0 10	3 13 9	3 11 1	3 8 9	3 6 6	3 4 8
32	6 0 5	5 9 3	5 2 11	4 13 8	4 9 2	4 5 2	4 1 8	3 14 8	3 12 0	3 9 7	3 7 6
33	6 9 8	6 1 2	5 9 10	5 3 9	4 14 6	4 9 11	4 6 0	4 2 5	3 15 6	3 12 10	3 10 6
34	7 4 8	6 10 4	6 1 9	5 10 7	5 4 4	4 15 2	4 10 8	4 6 8	4 3 3	4 0 4	4 1 3
35	8 1 9	7 5 2	6 10 10	6 2 4	5 11 1	5 5 1	4 15 10	4 11 5	4 7 6	4 4 2	4 1 3
36	9 2 0	8 2 3	7 5 8	6 10 5	6 2 11	5 11 10	5 5 10	5 0 8	4 12 3	4 8 5	4 5 1
37	10 6 7	9 2 6	8 2 10	7 6 4	6 12 1	6 12 10	5 12 8	5 0 8	5 1 0	4 13 3	4 9 4
38	12 1 7	10 7 1	9 3 0	8 3 5	7 6 11	7 12 1	6 4 5	5 13 6	5 7 6	5 2 6	4 14 1
39	14 6 7	12 2 1	10 7 8	9 3 8	8 4 2	7 7 9	6 13 8	6 5 5	5 14 4	5 8 6	5 3 6
40	17 12 7	14 7 2	12 2 9	10 8 5	9 4 6	8 5 1	7 8 9	6 14 8	6 15 10	5 15 7	5 9 8
41	.....	17 13 2	14 7 11	12 3 7	10 9 4	9 5 6	8 6 2	7 9 10	6 15 10	5 15 7	6 0 9
42	.....	.....	17 14 1	14 8 10	12 4 7	10 10 5	9 6 8	8 7 4	7 11 1	7 1 2	6 9 0
43	.....	.....	.....	17 15 1	13 0 1	12 5 9	9 6 8	9 7 11	8 8 8	7 12 6	7 2 7
44	.....	.....	.....	.....	.....	13 1 1	12 6 11	10 12 11	9 9 3	8 10 1	7 13 11
45	.....	.....	.....	.....	.....	13 1 2	12 6 11	12 8 3	10 14 3	9 10 9	8 11 6
46	.....	.....	.....	.....	.....	.....	14 12 3	12 8 3	12 9 7	10 15 7	9 12 1
47	.....	.....	.....	.....	.....	.....	18 2 4	14 13 6	14 14 11	12 10 11	11 1 0
48	.....	.....	.....	.....	.....	.....	.....	18 3 6	18 4 10	15 0 2	12 12 4
49	.....	.....	.....	.....	.....	.....	.....	.....	.....	15 0 2	15 1 5
50	.....	.....	.....	.....	.....	.....	.....	.....	.....	18 6 0	18 7 1

*Notes:—The first payment is made at the age of 45 years. The second payment is made at the age of 46 years. The third payment is made at the age of 47 years. The fourth payment is made at the age of 48 years. The fifth payment is made at the age of 49 years. The sixth payment is made at the age of 50 years. The seventh payment is made at the age of 51 years. The eighth payment is made at the age of 52 years. The ninth payment is made at the age of 53 years. The tenth payment is made at the age of 54 years. The eleventh payment is made at the age of 55 years.*

*Life Insurance.*  
*Form No. 1.*

## Postal Insurance Fund.

### PROPOSAL FOR INSURANCE.

*Statement to be made by a person submitting a proposal for an insurance  
for the first time.*

- | QUESTIONS.   | ANSWERS. |
|--|----------|
| 1. (a) What is your full Christian name and surname ?  | 1. (a)   |
| or   |          |
| (b) Your name and father's name and your caste ?   | (b)      |
| 2. Where were you born ?   | 2.       |
| <i>(If born in India, add names of the district and province of birth.)</i>  |          |
| 3. What is the date of your birth and what will your age be next birthday ?  | 3.       |
| 4. (a) Where do you reside ?   | 4. (a)   |
| (b) At which post office (head or sub) do you wish to pay your first premium and take delivery of the policy ?   | (b)      |
| 5. Are you married, single, or a widower ?   | 5.       |
| 6. What appointment do you hold in Government Service and in what Department of Government ?   | 6.       |
| <i>(State your permanent appointment as well as any acting appointment held by you.)</i>   |          |
| 7. How long have you been in Government Service ?  | 7.       |
| 8. What leave have you taken during your service ? <i>(State the description of leave taken)</i>   | 8.       |
| 9. For what amount do you wish to effect an insurance ?  | 9.       |
| 10. Do you propose to purchase a life insurance or an endowment assurance policy ? <i>(In the former case state whether payments should cease at the age of 50 or 55 or be continued during life. In the latter case state at what age you wish the policy to be paid to you.)</i> | 10.      |
| 11. (a) Is your father alive ?   | 11. (a)  |
| (b) What is his age ?  | (b)      |
| (c) If dead, of what did he die ?  | (c)      |
| (d) At what age did he die ?   | (d)      |
| 12. (a) Is your mother alive ?   | 12. (a)  |
| (b) What is her age ?  | (b)      |
| (c) If dead, of what did she die ?   | (c)      |
| (d) At what age did she die ?  | (d)      |

Appendix No. 16, Table IV, page 363—

*For the word Age at the head of the first column of this table substitute Age next birth day and strike out the Note at the end of the table.*

No 42.



## QUESTIONS.

## ANSWERS.

13. (a) How many brothers and sisters had you ? 13. (a)  
 (b) How many are alive, and what are their ages ? (b)  
 (c) Are they all in good health ? (c)  
 (d) How many are dead ? (d)  
 (e) Of what diseases did they die ? (e)  
 (f) At what ages did they die ? (f)
14. Have you ever been obliged to leave your work on account of bad health ? If so, state the nature of the disease or diseases from which you suffered and the length of time you had to remain absent. If on medical certificate, name the medical officer who granted you the certificate, and, if possible, attach a copy of the official statement of your case. 14.
15. (a) Are you of temperate habits ? 15. (a)  
 (b) Have you always been so ? (b)
16. Are you addicted to the use of any drug ? 16.
17. Have you suffered from syphilis ? If so, when ? 17.
18. (a) Have you had typhoid fever or small-pox ? 18. (a)  
 (b) Have you been vaccinated ? (b)  
 (c) Have you been re-vaccinated ? (c)
19. Have you or any of your near relatives suffered from— 19.
- (a) Insanity. (a)  
 (b) Consumption. (b)  
 (c) Asthma. (c)  
 (d) Gout. (d)  
 (e) Kidney disease. (e)  
 (f) Diabetes. (f)  
 (g) Cancer. (g)
20. Have you ever had spitting of blood ? 20.
21. Have you a rupture ? 21.
22. (a) Has your life ever been proposed for insurance to the Postal Insurance Fund or to any Insurance Office ? 22. (a)  
 (b) If so, was it accepted at the ordinary rate ? (b)  
 (c) Or at an enhanced rate ? (c)  
 (d) Or was it declined ? (d)

NOTE.—If the proposer be a Christian, he must attach to this proposal an attested copy of his baptismal certificate, or, if this is impracticable, produce evidence as to his age. If the proposer be a Native, he must mention below the names and addresses of two respectable persons to whom reference can be made, if necessary, regarding his age. These persons should be able to speak from their own knowledge as to the proposer's age.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 189 .

Signature of proposer.

**Certificate by proposer's immediate superior.**

I **CERTIFY** that I have read over and explained the above form to the proposer in this case, and that the proposer's signature was affixed in my presence.

*Signature*\_\_\_\_\_

*Dated at*\_\_\_\_\_ *on the*\_\_\_\_\_ *189* . *Designation*\_\_\_\_\_

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service book, or a certified extract from the service roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

**Signature and designation of the Principal District Officer.**

*Signature*\_\_\_\_\_

*Dated at*\_\_\_\_\_ *on the*\_\_\_\_\_ *189* . *Designation*\_\_\_\_\_

NOTE.—The Principal District Officer should satisfy himself about the correctness of the entry in the proposal regarding the proposer's age and forward the proposal, in a registered envelope, to the Civil Surgeon.

[N.B.—If the date of birth as given in this proposal does not agree with the entry in the service-book, service roll, or History of Services of Gazetted officers, as the case may be, a note regarding the discrepancy should be made above his signature by the Principal District Officer.]

**Declaration to be signed by the proposer in the presence of the Civil Surgeon.**

I do hereby declare that the foregoing statements and those made by me to the Civil Surgeon are true to the best of my knowledge and belief, and that I have not withheld or concealed any circumstance with regard to which information has been required from me. I agree that the foregoing statements shall be the basis of the proposed contract for an insurance, and that if it shall hereafter appear that I have wilfully made any untrue statement, or have fraudulently concealed any circumstance which I ought to have made known, then all the premia which shall have been paid under the said contract shall be forfeited, and the contract rendered absolutely null and void.

I also agree to pay the fee for the medical examination should I decline, on this proposal being accepted, to take out the policy, or should I discontinue payment of the premia, after taking out the policy, before it has been in force for twelve months.

*Dated the*\_\_\_\_\_ *day of*\_\_\_\_\_ *189* . *Signature of proposer.*

To be signed by the witness who, under rule 16, accompanies the proposer when he is not personally known to the Civil Surgeon.

*Signature of witness who identifies the proposer.* }

*of*\_\_\_\_\_ *(address).*

\_\_\_\_\_ *(occupation).*



**Medical opinion.**

I am of opinion that \_\_\_\_\_ <sup>is</sup><sub>is not</sub> suffering from disease likely to shorten life, and that he <sup>has</sup><sub>has not</sub> had serious disease of a kind likely to recur.

I <sup>recommend</sup><sub>do not recommend</sub> the Postmaster-General to accept the proposal of \_\_\_\_\_.

Judging from his appearance \_\_\_\_\_'s age is (*in words*) \_\_\_\_\_ years.

The above declaration was signed by the proposer in my presence.

*Additional Remarks by Civil Surgeon.<sup>1</sup>*

*Signature of Civil Surgeon.*

*Station* \_\_\_\_\_.

*Date* \_\_\_\_\_ 189 .

<sup>1</sup> Where there is no Civil Surgeon, the examination will be held by any Commissioned Medical Officer or any Medical Officer in charge of the district.

NOTE —Having recorded his opinion above, the Civil Surgeon should forward this proposal to the Postmaster-General in a registered envelope.

*Life Insurance.*  
*Form No. 2.*

## Postal Insurance Fund.

### PROPOSAL FOR INSURANCE.

By the Holder of Policy No. \_\_\_\_\_, dated \_\_\_\_\_.

Statement to be made by a person who is already insured and who proposes to effect a further insurance.

QUESTIONS.	ANSWERS.
1. (a) What is your full Christian name and surname ? or (b) Your name and father's name and caste ?	1. (a)  (b)
2. (a) Where do you reside ? (b) At which post office (head or sub) do you wish to pay your first premium and take delivery of the policy ?	2. (a) (b)
3. What appointment do you hold in Government Service, and in what Department ?  (State your permanent appointment as well as any acting appointment held by you.)	3.
4. For what amount do you wish to effect an insurance ?	4.
5. Do you propose to purchase a life insurance or an endowment assurance policy ? (In the former case state whether payments should cease at the age of 50 or 55 or be continued during life. In the latter case state at what age you wish the policy to be paid to you.)	5.
6. (a) Is your father alive ? (b) What is his age ? (c) If dead, of what did he die ? (d) At what age did he die ?	6. (a) (b) (c) (d)
7. (a) Is your mother alive ? (b) What is her age ? (c) If dead, of what did she die ? (d) At what age did she die ?	7. (a) (b) (c) (d)
8. (a) How many brothers and sisters had you ? (b) How many are alive and what are their ages ? (c) Are they all in good health ? (d) How many are dead ? (e) Of what diseases did they die ? (f) At what ages did they die ?	8. (a) (b) (c) (d) (e) (f)

QUESTIONS.	ANSWERS.
9. Have you ever been obliged to leave your work on account of bad health? If so, state the nature of the disease or diseases from which you suffered and the length of time you had to remain absent. If on medical certificate, name the medical officer who granted you the certificate, and, if possible, attach a copy of the official statement of your case.	9.
10. (a) Are you of temperate habits?	10. (a)
(b) Have you always been so?	(b)
11. Are you addicted to the use of any drug?	11.
12. Have you suffered from syphilis? If so, when?	12.
13. (a) Have you had typhoid fever or small-pox?	13. (a)
(b) Have you been vaccinated?	(b)
(c) Have you been re-vaccinated?	(c)
14. Have you or any of your near relatives suffered from—	14.
(a) Insanity.	(a)
(b) Consumption.	(b)
(c) Asthma.	(c)
(d) Gout.	(d)
(e) Kidney disease.	(e)
(f) Diabetes.	(f)
(g) Cancer.	(g)
15. Have you ever had spitting of blood?	15.
16. Have you a rupture?	16.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 189 , Signature of proposer.

Signed by the proposer in my presence.

Signature and  
designation of  
proposer's im-  
mediate superior. }

Dated at \_\_\_\_\_ on the \_\_\_\_\_ 189 .

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service book, or a certified extract from the service roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

Signature and Designation of the Principal District Officer.

Signature \_\_\_\_\_

Dated at \_\_\_\_\_ on the \_\_\_\_\_ 189 . Designation \_\_\_\_\_

NOTE.—The Principal District Officer should forward the proposal, in a registered envelope, to the Civil Surgeon.

**Declaration to be signed by the proposer in the presence of  
the Civil Surgeon.**

I hereby declare that the foregoing statements and those which I have made to the Civil Surgeon are true to the best of my knowledge and belief. I agree that the foregoing statements and those made by me in my first proposal shall be the basis of the proposed contract for a further insurance, and that if it shall hereafter appear that I have wilfully made any untrue statement, or have fraudulently concealed any circumstance which I ought to have made known, then all the premia which shall have been paid under the said contract shall be forfeited and the contract rendered absolutely null and void.

I also agree to pay the fee for the medical examination should I decline, on this proposal being accepted, to take out the policy, or should I discontinue payment of the premia, after taking out the policy, before it has been in force for twelve months.

*Dated the* \_\_\_\_\_ *day of* \_\_\_\_\_ *189* . *Signature of proposer.*

*To be signed by the witness who under rule 19 accompanies the proposer when he is not personally known to the Civil Surgeon.*

*Signature of witness who identifies the proposer.* \_\_\_\_\_

*of* \_\_\_\_\_ *(address).*

\_\_\_\_\_ *(occupation).*

**Medical opinion.**

I am of opinion that \_\_\_\_\_ <sup>is</sup>/<sub>is not</sub> suffering from disease likely to shorten life and that he <sup>has</sup>/<sub>has not</sub> had serious disease of a kind likely to recur.

I <sup>recommend</sup>/<sub>do not recommend</sub> the Postmaster-General to accept the proposal of \_\_\_\_\_.

The above declaration was signed by the proposer in my presence.

*Additional Remarks by Civil Surgeon.*<sup>1</sup>

*Signature of Civil Surgeon.*<sup>1</sup>

*Station* \_\_\_\_\_ .

*Date* \_\_\_\_\_ *189* .

<sup>1</sup> Where there is no Civil Surgeon, the examination will be held by any Commissioned Medical Officer or any Medical Officer in charge of the district.

NOTE.—Having recorded his opinion above, the Civil Surgeon should forward this proposal to the Postmaster-General in a registered envelope.



<i>Monthly Allowances.</i> <i>Form No. 3.</i>
--

### Postal Monthly Allowances.

## PROPOSAL FOR THE PURCHASE OF A MONTHLY ALLOWANCE.

*Statement to be made by a person proposing to purchase a monthly allowance,*

- | QUESTIONS.   | ANSWERS. |
|--|----------|
| 1. (a) What is your full Christian name and surname ?  | 1. (a)   |
| or   |          |
| (b) Your name and father's name and your caste ?   | (b)      |
| 2. (a) Where do you reside ?   | 2. (a)   |
| (b) At which post office (head or sub) do you wish to pay your first subscription and take delivery of the contract ?  | (b)      |
| 3. Where were you born ?<br><i>(If born in India, add names of the district and province of birth.)</i>  | 3.       |
| 4. What is the date of your birth and how old will you be next birthday ?  | 4.       |
| 5. Are you married, single, or a widower ?   | 5.       |
| 6. What appointment do you hold in Government Service and in what Department ?<br><i>(State your permanent appointment as well as any acting appointment held by you.)</i>             | 6.       |
| 7. How long have you been in Government Service ?  | 7.       |
| 8. Do you desire to purchase an immediate monthly allowance, i.e., an allowance which commences immediately or a deferred monthly allowance ?  | 8.       |
| 9. If you desire to purchase an immediate monthly allowance, state the amount of such allowance.   | 9.       |
| 10. (a) If you desire to purchase a deferred monthly allowance, state the amount of such allowance and the number of years which are to expire before the monthly allowance commences. | 10. (a)  |
| (b) Do you desire to purchase a deferred monthly allowance by a single subscription or by monthly subscriptions ?  | (b)      |

**Declaration to be signed by the proposer in the presence  
of his immediate superior.**

I do hereby declare that the foregoing statements made by me are true to the best of my knowledge and belief. I agree that the foregoing statements shall be the basis of the proposed contract, and that, if it shall hereafter appear that I have wilfully made any untrue statement as to my age, then all the subscriptions that shall have been paid under the said contract shall be forfeited and the contract rendered absolutely null and void.

*Dated the \_\_\_\_\_ day of \_\_\_\_\_ 189 .      Signature of proposer.*

**Certificate by proposer's immediate superior.**

I CERTIFY that I have read over and explained the above form to the proposer in this case, and that the proposer's signature was affixed in my presence.

*Signature \_\_\_\_\_*

*Dated at \_\_\_\_\_ on the \_\_\_\_\_ 189 .      Designation \_\_\_\_\_*

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service book, or a certified extract from the service roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

**Signature and designation of the Principal District Officer.**

*Signature \_\_\_\_\_*

*Dated at \_\_\_\_\_ on the \_\_\_\_\_ 189 .      Designation \_\_\_\_\_*

NOTE.—The Principal District Officer should satisfy himself about the correctness of the entry in the proposal regarding the proposer's age and forward the proposal, with all documents connected with the case, in a registered envelope, to the Postmaster General.

[N.B.—If the date of birth as given in this proposal does not agree with the entry in the service book, service roll, or History of Services of Gazetted officers, as the case may be, a note regarding the discrepancy should be made above his signature by the Principal District Officer.]

## Postal Monthly Allowances.

### PROPOSAL FOR THE PURCHASE OF A MONTHLY ALLOWANCE BY THE HOLDER OF CONTRACT NO. \_\_\_\_\_, DATED \_\_\_\_\_

*Statement to be made by a person who proposes to purchase a  
further monthly allowance.*

#### QUESTIONS.

#### ANSWERS.

- |   |        |     |
|---|--------|-----|
| 1. (a) What is your full Christian name and surname?<br>or<br>(b) Your name and father's name and your caste?   | 1      | (a) |
| (a) Where do you reside?  | 2.     | (a) |
| (b) At which post office (head or sub) do you wish to pay your first subscription and take delivery of the contract.  | (b)    |     |
| 3. What appointment do you hold in Government Service, and in what Department?  | 3.     |     |
| <i>(State your permanent appointment as well as any acting appointment held by you.)</i>  |        |     |
| 4. How long have you been in Government Service?  | 4.     |     |
| 5. Do you desire to purchase an immediate monthly allowance, i.e., an allowance which commences immediately or a deferred monthly allowance?  | 5.     |     |
| 6. If you desire to purchase an immediate monthly allowance, state the amount of such allowance.  | 6.     |     |
| 7. (a) If you desire to purchase a deferred monthly allowance, state the amount of such allowance and the number of years which are to expire before the monthly allowance commences. | 7. (a) |     |
| (b) Do you desire to purchase a deferred monthly allowance by a single subscription or by monthly subscriptions?  | (b)    |     |



**Declaration to be signed by the proposer in the presence of his immediate superior.**

I agree that the statements made with respect to my age in my first proposal shall be the basis of the proposed contract for a further monthly allowance, and that, if it shall hereafter appear that I have wilfully made any untrue statement as to my age, then all the subscriptions which shall have been paid under the said contract shall be forfeited, and the contract rendered absolutely null and void.

*Signature of proposer.*

*Dated the \_\_\_\_\_ day of \_\_\_\_\_ 189 .*

Signed by the proposer in my presence.

*Signature and  
designation of  
proposer's imme-  
diate superior.* } \_\_\_\_\_  
\_\_\_\_\_

*Dated at \_\_\_\_\_ on the \_\_\_\_\_ 189 .*

NOTE.—Having signed the above certificate, the proposer's immediate superior should forward this proposal with the service book, or a certified extract from the service roll, by first mail, in a registered envelope, to the Principal District Officer of the proposer.

**Signature and designation of the Principal District Officer.**

*Signature* \_\_\_\_\_

*Dated at \_\_\_\_\_ on the \_\_\_\_\_ 189 . Designation* \_\_\_\_\_

NOTE.—The Principal District Officer should forward the proposal, with all documents connected with the case, in a registered envelope, to the Postmaster General.

Insurance by payment of monthly premia  
during a fixed period,  
*Life Insurance.*  
*Form No. 5.*



## Postal Life Insurance.

### Policy No.

Whereas \_\_\_\_\_  
holding the appointment of \_\_\_\_\_  
in the \_\_\_\_\_ Department, hereinafter called the  
insured, has contracted with the Director-General of the Post Office  
of India for an insurance of the sum of Rupees ( \_\_\_\_\_ )  
\_\_\_\_\_ on his own life and  
has deposited a proposal and declaration, dated the \_\_\_\_\_ day of  
\_\_\_\_\_ 189 \_\_\_\_\_, and signed by him, as the basis of the contract for  
such insurance;

Now it is hereby declared that if the insured shall pay to the  
Director-General of the Post Office of India, or the Officer for the  
time being performing his functions, the sum of Rupees ( \_\_\_\_\_ )  
\_\_\_\_\_ monthly, in every subse-  
quent month, commencing with the month of \_\_\_\_\_ in the year  
189 \_\_\_\_\_, and ending with the month of \_\_\_\_\_ in the year  
\_\_\_\_\_, or until his death, whichever shall first occur,  
the Director-General of the Post Office of India, or the Officer afore-  
said, shall be subject and liable to the payment, on behalf of the  
SECRETARY OF STATE FOR INDIA IN COUNCIL, unto  
the Executors, Administrators or Assigns of the insured, within one  
month after his death shall have been proved to the satisfaction of  
the Director-General of the Post Office of India, or the Officer  
aforesaid, of the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_.

But  
this contract is made subject to the following proviso, *vis.* :—It shall  
be void, and the payments made by the insured under it shall be for-  
feited, if the statements contained in the aforesaid proposal and  
declaration be untrue.

---

The insured is hereby admitted to be, at the date hereof, in the  
\_\_\_\_\_ year of his age.

---

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA

*The\_\_\_\_\_ day of\_\_\_\_\_ 189 .*

*N.B.*—This policy is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

Insurance by payment of monthly premia  
during life.  
*Life Insurance.*  
*Form No. 6.*



## Postal Life Insurance.

### Policy No.

**Whereas** \_\_\_\_\_  
holding the appointment of \_\_\_\_\_  
in the \_\_\_\_\_ Department, hereinafter called the  
insured, has contracted with the Director-General of the Post Office  
of India for an insurance of the sum of Rupees ( ) \_\_\_\_\_

on his own life, and has deposited a proposal and declaration, dated  
the \_\_\_\_\_ day of \_\_\_\_\_ 189 , and signed by him,  
as the basis of the contract for such insurance ;

**Now it is hereby declared** that if the insured shall pay to the  
Director-General of the Post Office of India, or the Officer for the  
time being performing his functions, the sum of Rupees ( ) \_\_\_\_\_  
monthly, in every subse-  
quent month of his life, commencing with the month of \_\_\_\_\_ in  
the year 189 , the Director-General of the Post Office of India, or  
the Officer aforesaid, shall be subject and liable to the payment, on  
behalf of the SECRETARY OF STATE FOR INDIA IN COUN-  
CIL, unto the Executors, Administrators or Assigns of the insured,  
within one month after his death shall have been proved to the  
satisfaction of the Director-General of the Post Office of India, or  
the Officer aforesaid, of the sum of Rupees ( ) \_\_\_\_\_.

But this contract is made subject to the following proviso, *viz.* :—It  
shall be void, and the payment made by the insured under it shall be  
forfeited, if the statement contained in the aforesaid proposal and  
declaration be untrue.

---

The insured is hereby admitted to be, at the date hereof, in the  
\_\_\_\_\_ year of his age.

---

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA,

*The\_\_\_\_\_ day of \_\_\_\_\_ 189 .*

*N.B.*—This policy is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

Insurance by payment of  
monthly premia during a  
fixed period.  
*Endowment Assurance.*  
*Form No. 7.*



## Postal Endowment Assurance.

### Policy No.

**Whereas** \_\_\_\_\_  
holding the appointment of \_\_\_\_\_  
in the \_\_\_\_\_ Department,  
hereinafter called the insured, has contracted with the Director-  
General of the Post Office of India for an endowment assurance of  
the sum of Rupees ( ) \_\_\_\_\_  
payable on the insured attaining the age of \_\_\_\_\_ or at his death, which-  
ever shall first occur, and has deposited a proposal and declaration  
dated the \_\_\_\_\_ day of \_\_\_\_\_ 189 , and signed by him as the  
basis of the contract for such endowment assurance ;

**Now it is hereby declared** that if the insured shall pay to the Direc-  
tor-General of the Post Office of India or the Officer for the time being  
performing his functions, the sum of Rupees ( ) \_\_\_\_\_  
\_\_\_\_\_ monthly, in every subsequent  
month, commencing with the month of \_\_\_\_\_ in the year  
189 , and ending with the month of \_\_\_\_\_ in the year  
\_\_\_\_\_, or until his death, whichever shall first  
occur, the Director-General of the Post Office of India shall be  
subject and liable to the payment, on behalf of the SECRETARY  
OF STATE FOR INDIA IN COUNCIL, unto the said \_\_\_\_\_  
on his attaining the age of \_\_\_\_\_ or unto his Executors, Ad-  
ministrators or Assigns, within one month after his death if death  
shall have occurred before he shall have attained the specified age  
and shall have been proved to the satisfaction of the Director-  
General of the Post Office of India or the Officer aforesaid, of the  
sum of Rupees ( ) \_\_\_\_\_.

But this contract is made subject to the following proviso, *vis.* :—It

shall be void, and the payment made by the insured under it shall be forfeited if the statements contained in the aforesaid proposal and declaration be untrue.

The insured is hereby admitted to be, at the date hereof, in the \_\_\_\_\_ year of his age.

---

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA,

*The \_\_\_\_\_ day of \_\_\_\_\_ 189 .*

*N.B.*—This policy is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

Immediate monthly allowance secured by payment of a single subscription.  
*Monthly Allowances.*  
*Form No. 8.*

## Postal Monthly Allowances.

Contract No.

Whereas \_\_\_\_\_ holding the appointment of \_\_\_\_\_ in the \_\_\_\_\_ Department, has contracted with the SECRETARY OF STATE FOR INDIA IN COUNCIL, through the Director-General of the Post Office of India, for the purchase of an immediate monthly allowance of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_ to be paid to the said \_\_\_\_\_ during the term of his natural life, and has deposited with the Director-General of the Post Office of India a proposal and declaration, dated \_\_\_\_\_ 189 \_\_\_\_\_, and signed by him, as the basis of the contract for the purchase of such immediate monthly allowance, in which proposal it is stated, among other things, that the age of \_\_\_\_\_ is not less than \_\_\_\_\_ years; and whereas \_\_\_\_\_ has paid to the Director-General of the Post Office of India a sum of Rupees \_\_\_\_\_ as the subscription for the said monthly allowance;

Now it is hereby declared that the Director-General of the Post Office of India, or the Officer for the time being performing his functions, shall be liable to pay, on behalf of the SECRETARY OF STATE FOR INDIA IN COUNCIL, to the said \_\_\_\_\_

\_\_\_\_\_ the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_ monthly, on the first day of each month commencing with the month of \_\_\_\_\_ of 189 \_\_\_\_\_, and ending with the day of his death. But this contract is made subject to the following provisos:—

*Firstly.*—No payment of the said monthly allowance shall be claimed or be recoverable until \_\_\_\_\_ shall, to the satisfaction of the Director-General of the Post Office of India or the



Officer aforesaid, have proved himself to be alive at the date of the payment becoming due.

*Secondly.*—This contract shall be void and the subscription paid under it shall be forfeited, if the age of \_\_\_\_\_ be less than \_\_\_\_\_ years at the date of contract.

---

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA,

*Dated the \_\_\_\_\_ day of \_\_\_\_\_ 189 .*

*N.B.*—This contract is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

Deferred monthly allowance  
secured by payment of  
monthly subscriptions  
*Monthly Allowances.*  
*Form No. 9.*



## Postal Monthly Allowances.

### Contract No.

~~Whereas~~ \_\_\_\_\_  
holding the appointment of \_\_\_\_\_ in the \_\_\_\_\_  
Department of Government, has contracted with the SECRETARY  
OF STATE FOR INDIA IN COUNCIL, through the Director-General  
of the Post Office of India, for the purchase of a deferred monthly  
allowance of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_ to be  
paid to the said \_\_\_\_\_, <sup>1</sup> and has de-  
posited with the Director-General of the Post Office of India a pro-  
posal and declaration, dated the \_\_\_\_\_ day of \_\_\_\_\_  
189 \_\_\_\_\_, and signed by him, as the basis of the contract for the pur-  
chase of such monthly allowance, in which proposal it is stated, among  
other things, that the age of \_\_\_\_\_ is not less than \_\_\_\_\_  
\_\_\_\_\_ years ;

Now it is hereby declared that if the said \_\_\_\_\_  
shall pay to the Director-General of the Post Office of India, or the  
Officer for the time being performing his functions, the sum of  
Rupees ( \_\_\_\_\_ ) \_\_\_\_\_ monthly,  
in every subsequent month, commencing with the month of \_\_\_\_\_  
\_\_\_\_\_ in the year \_\_\_\_\_  
\_\_\_\_\_ 189 \_\_\_\_\_, and ending with the month of \_\_\_\_\_  
in the year \_\_\_\_\_, after which date such  
monthly allowance is, according to the contract, to commence, the  
Director-General of the Post Office of India, or the Officer aforesaid,  
shall be subject and liable to pay, on behalf of the SECRETARY OF  
STATE FOR INDIA IN COUNCIL, to the said \_\_\_\_\_  
\_\_\_\_\_ the sum of Rupees ( \_\_\_\_\_ ) \_\_\_\_\_

<sup>1</sup> Such payment commencing from the time hereinafter mentioned and ending with the day of his death.

monthly, on the first day of each month commencing with the month of \_\_\_\_\_ and ending with the day of his death. But this contract is made subject to the following provisos:—

*Firstly.*—No payment of the said monthly allowance shall be claimed or recoverable until \_\_\_\_\_ shall, to the satisfaction of the Director-General of the Post Office of India, or the Officer aforesaid, have proved himself to be alive at the date of the payment becoming due.

*Secondly.*—This contract shall be void, and all the sums paid under it on account of subscription shall be forfeited, if the age of \_\_\_\_\_ be less than \_\_\_\_\_ years at the date of contract.

*Thirdly.*—If the said \_\_\_\_\_ shall die before the date from which the monthly allowance is, according to the contract, to commence, no portion of the subscriptions paid by him shall be returnable.

---

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

CALCUTTA,

*Dated the* \_\_\_\_\_ *day of* \_\_\_\_\_ *189* .

*N. B.*—This contract is granted subject to the rules relating to Postal Life Insurance, Endowment Assurance, and Monthly Allowances.

<i>Monthly Allowances</i> <i>Form No. 10.</i>
--

Postal Monthly Allowances.

Life Certificate.

I hereby certify that \_\_\_\_\_  
was alive on the (date) \_\_\_\_\_  
on which day I saw him.

\_\_\_\_\_  
*Signature of person giving the certificate.*

\_\_\_\_\_  
*This certificate should be signed by a Government official, if possible, and must be produced by the purchaser at the time of drawing the monthly allowance, and be receipted by him on the back.*

Received from the Postmaster of \_\_\_\_\_  
the sum of Rupees (       ) \_\_\_\_\_  
being the monthly allowance due to me for the month of  
\_\_\_\_\_ 189 , under Contract No. \_\_\_\_\_  
dated \_\_\_\_\_ 189 .

\_\_\_\_\_  
(Signature of Payee.)

Dated \_\_\_\_\_ 189 .

<i>Life Insurance,</i> <i>Form No. 11.</i>
---

Postal Life Insurance and Endowment Assurance.

---

Premium Receipt-Book.

Issued to \_\_\_\_\_

Holder of Policy No. \_\_\_\_\_, dated \_\_\_\_\_, 189 ,

for R \_\_\_\_\_

Amount of monthly premium R \_\_\_\_\_

\_\_\_\_\_  
*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

*Delivered with the above policy to the said* \_\_\_\_\_

\_\_\_\_\_

*on the* \_\_\_\_\_ *189 , on receipt of the first premium.*



*Postmaster.*





Office of payment.	Date of payment.	Month for which premium is paid.	Amount of premium paid.			Particulars* of salary bill from which premium is deducted, or Signature of post-master receiving the premium when paid in cash.
			<i>R.</i>	<i>a.</i>	<i>p.</i>	

\* Month for which the bill is drawn and, in the case of an establishment bill, the name of the office or establishment by which it is prepared.

*Monthly Allowances.*  
*Form No. 12.*



Postal Monthly Allowances.

---

Subscription Receipt-Book.



Issued to \_\_\_\_\_

Purchaser of Contract No. \_\_\_\_\_, dated \_\_\_\_\_ 189 ,

for R \_\_\_\_\_

Amount of monthly Subscription R \_\_\_\_\_

*Comptroller, Post Office,  
on behalf of the Director-General of the  
Post Office of India.*

*Delivered with the above contract to the said* \_\_\_\_\_

*on the* \_\_\_\_\_ *189 , on receipt of the first subscription.*<sup>1</sup>



*Postmaster.*



Office of payment.	Date of payment.	Month for which subscription is paid.	Amount of subscription paid.			Particulars* of salary bill from which subscription is deducted; or Signature of post-master receiving the subscription when paid in cash.
			<i>R.</i>	<i>a.</i>	<i>p.</i>	
	</					

*Life Insurance.*  
*Form No. 13.*

**Form to be filled up by the person claiming payment of  
a policy on the death of an insured person.**

1. Fill name of the deceased \_\_\_\_\_
2. Number of policy \_\_\_\_\_
3. Value of policy \_\_\_\_\_
4. Exact date of death of the insured person \_\_\_\_\_
5. Full name of claimant \_\_\_\_\_
6. Age of claimant \_\_\_\_\_

(If the claimant is a minor, the person who represents himself to be the minor's guardian should fill up the entries on the other side of this form.)

7. Claimant's relationship to deceased \_\_\_\_\_
8. Description of documents in support of claim. \_\_\_\_\_

NOTE.—If claimant has obtained probate of the will of the deceased or certificate of succession or letters of administration, the documents or certified copies thereof should accompany this form.

9. If the claimant does not hold probate of will or letters of administration or certificate of succession, what is his relationship to deceased? How can it be proved? What other near relatives had the deceased? \_\_\_\_\_

*Signature and address of the claimant*

STATION \_\_\_\_\_

Dated \_\_\_\_\_ 189 .

The answers to the following questions must be filled in by a person who represents himself or herself to be the guardian of a minor who claims payment of a policy :—

1. Are you an adult relative of the minor? State your relationship \_\_\_\_\_
2. Is the father or mother of the minor deceased? \_\_\_\_\_
3. If you are not the father or mother of the minor, have you been appointed guardian of the minor by will or deed or under any enactment in force in British India? Produce the documents to support your claim. { \_\_\_\_\_  
{ \_\_\_\_\_  
{ \_\_\_\_\_  
{ \_\_\_\_\_
- + Does the minor reside with you or is he maintained by you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature and address of person representing himself or herself to be the guardian of the minor.*

STATION \_\_\_\_\_

Date \_\_\_\_\_

Appendix No. 16, Part II, rule 1, page 395—

*Insert the following as an Exception under the rule:—*

EXCEPTION—The Presidency postmaster, Calcutta, will not issue money orders for sums realised in cash in the General Post Office on account of the Postal Insurance Fund, but will credit such sums in the accounts of his office as unclassified receipts, giving full particulars of the credits in his miscellaneous schedule. Intimations of these credits should be sent by letter to the Comptroller, Post Office, on the date of realisation of the amounts.





## **PART II.—Subsidiary rules issued by the Director-General.**

The following subsidiary rules are issued under the authority of the Director-General of the Post Office of India :—

**1. Disposal of sums received in cash on account of the Postal Insurance Fund.**—Every sum received by a head or sub-office in cash on account of the Postal Insurance Fund, whether it represents a premium, subscription, penalty, or other receipt, will be remitted on the date of receipt to the Comptroller, Post Office, by an ordinary money order on postal service.

(II) The postal service money order will not be made payable at any post office; but in the place for the name of the office of payment on the money order and in the journal of issues, the words "Comptroller, Post Office," will be written. In the place for the name and address of the payee the following entries will be made :—"Comptroller, Post Office, (postal service, money order)." Full particulars of the transaction on account of which the remittance is made will be written on the coupon of the money order according to the following sample entry :—"Life Insurance premium (or Monthly allowance subscription) of Hira Lall, Sub-postmaster, Dumraon, for July 1898. Policy (or Contract) No. 8769."

(III) The money order will be despatched by first post, in a cover marked "Important" and registered on postal service addressed to the Comptroller, Post Office, who will arrange for the adjustment of the amount on his books by debit to "money orders paid" and credit to the Fund in his accounts.

NOTE.—A circle or local money order may not be issued for a remittance on account of any of the purposes mentioned in this rule.

**2. Payment of the medical fee.**—A fee of ₹4 is paid out of the Postal Insurance Fund for the medical examination of each proposer. The medical officer is required to forward a claim for this fee to the Postmaster-General for countersignature, and, after the document has been countersigned by the Postmaster-General, the amount will be payable at any head or sub post office. Sums paid on this account should be charged to "miscellaneous (unclassified) payments."

NOTE.—Although the "Civil Surgeon" is alone expressly mentioned in the note under rule 20 of the rules issued by Government, any medical officer by whom the medical examination is made, under the provisions of note 2 to rule 18 of those rules, will be entitled to receive the same fixed fee of ₹4.

**3. Separate receipt granted by postmaster for every premium or subscription paid in cash.**—In addition to the acknowledgment

in the premium or subscription receipt book, a separate receipt, signed by the receiving postmaster (head or sub), should be granted for every payment of a premium or subscription made in cash.

4. **Form in which intimation of acceptance of a proposal should be communicated.**—Specimens of the forms in which the acceptance of proposals for Life Insurances, Endowment Assurances, and the purchase of Monthly Allowances, should be intimated to the proposers and to the Comptroller are given below. Heads of circles should make their own arrangements to supply themselves with these forms.

FROM

THE POSTMASTER-GENERAL,

To

SIR,

I have the honour to inform you that your proposal for a Life Insurance an Endowment Assurance a Monthly Allowance has been accepted and that the policy contract will probably reach the \_\_\_\_\_ post office on \_\_\_\_\_. Please arrange to take delivery of the policy contract at that post office by paying the first premium subscription in cash within ten days.

I have the honour to be,

SIR,

Your most obedient servant,

*Postmaster-General.*

### Postal Life Insurance and Endowment Assurance.

Intimation of acceptance of proposal for Life Insurance \* by  
Endowment Assurance  
 the Postmaster-General of \_\_\_\_\_  
 Name of proposer (Christian name and surname in full) \_\_\_\_\_  
 Place and date of birth \_\_\_\_\_  
 Appointment held \_\_\_\_\_  
 Name of the Department to which the proposer belongs \_\_\_\_\_  
 Designation of the Audit Officer who audits the proposer's pay-bill \_\_\_\_\_  
 Amount of policy \_\_\_\_\_  
 Whether premium is to be paid for life or up to a certain age; if  
 the latter, up to what age \_\_\_\_\_  
 Post Office at which the first premium is to be realized \_\_\_\_\_  
 Date of proposal \_\_\_\_\_  
 Date of declaration \_\_\_\_\_  
 Date of acceptance of proposal by Postmaster-General \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_

Forwarded to the Comptroller, Post Office, in conformity with  
 rule 21 of the Rules for Life Insurance, Endowment Assurance, and  
 Monthly Allowances.

*Postmaster-General.*

### Postal Life Insurance and Endowment Assurance.

Intimation of acceptance of proposal for further. Insurance \*  
Endowment Assurance  
 by the Postmaster-General \_\_\_\_\_  
 Name of proposer (Christian name and surname in full) \_\_\_\_\_  
 No. and date of policy held \_\_\_\_\_  
 Appointment held \_\_\_\_\_

\* One of these must be struck out.

Name of the Department to which the proposer belongs\_\_\_\_\_

Designation of the Audit Officer who audits the proposer's pay-bill\_\_\_\_\_

Amount of present proposal\_\_\_\_\_

Whether premium is to be paid for life or up to a certain age ; if the latter, up to what age\_\_\_\_\_

Post Office at which the first premium is to be realized\_\_\_\_\_

Date of proposal\_\_\_\_\_

Date of declaration\_\_\_\_\_

Date of acceptance of proposal by Postmaster-General\_\_\_\_\_

No.\_\_\_\_\_, dated\_\_\_\_\_

Forwarded to the Comptroller, Post Office, in conformity with rule 21 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances.

*Postmaster-General.*

### Postal Monthly Allowances.

Intimation of acceptance of proposal for the purchase of monthly allowance by the Postmaster-General\_\_\_\_\_

Name of proposer (Christian name and surname in full) \_\_\_\_\_

Place and date of birth\_\_\_\_\_

Appointment held\_\_\_\_\_

Name of the Department to which the proposer belongs\_\_\_\_\_

Designation of the Audit Officer who audits the proposer's pay-bill\_\_\_\_\_

Class of monthly allowance (deferred or immediate) and amount\_\_\_\_\_

If deferred, when the allowance is to commence\_\_\_\_\_

Post Office at which the first subscription is to be realized\_\_\_\_\_

Date of proposal \_\_\_\_\_  
 Date of declaration \_\_\_\_\_  
 Date of acceptance by Postmaster-General \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_

Forwarded to the Comptroller, Post Office, in conformity with rule 33 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances.

\_\_\_\_\_  
*Postmaster-General.*

### Postal Monthly Allowances.

Intimation of acceptance of proposal for the purchase of a further monthly allowance by the Postmaster-General \_\_\_\_\_

Name of proposer (Christian name and surname in full) \_\_\_\_\_

No. and date of contract held \_\_\_\_\_

Appointment held \_\_\_\_\_

Name of the Department to which the proposer belongs \_\_\_\_\_

Designation of the Audit Officer who audits the proposer's pay-bill \_\_\_\_\_

Class of monthly allowance (deferred or immediate) and amount \_\_\_\_\_

If deferred, when the allowance is to commence \_\_\_\_\_

Post Office at which the first subscription is to be realized \_\_\_\_\_

Date of proposal \_\_\_\_\_

Date of declaration \_\_\_\_\_

Date of acceptance by Postmaster-General \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_

Forwarded to the Comptroller, Post Office, in conformity with rule 33 of the Rules for Life Insurance, Endowment Assurance, and Monthly Allowances.

\_\_\_\_\_  
*Postmaster General.*

**5. Principal District Officer for postal servants.**—In the case of proposals for admission to the Postal Insurance Fund made by servants of the Post Office, the head of the circle will act as the "Principal District Officer."

**NOTE.**—The Director-General of the Post Office exercises the functions of "Principal District Officer" in respect of the establishment of his own office and all officers immediately subordinate to him.

**6. Payment of policies, monthly allowances, and the surrender values of policies or contracts.**—Amounts disbursed in payment of policies or of the half surrender values of policies or contracts should be treated as miscellaneous (unclassified) payments; and the Postmaster-General's order for the payment should be sent to the Comptroller in support of the charge. Amounts disbursed in payment of monthly allowances should be charged to the same head of account.

**7. Arrangement for the performance of duties of a proposer sent for medical examination.**—When a postal servant is absent from duty for the purpose of being medically examined, temporary arrangements may, if necessary, be made for the performance of his duties during his absence provided that no extra cost is imposed thereby on the state.

**8. Form of Assignment.**—For the purposes of rule 9 of the rules issued by Government, it is not necessary that the nature or amount of the valuable consideration for which an assignment is made should be stated. The following form of assignment is sufficient:—

I hereby assign this policy to \_\_\_\_\_ son of \_\_\_\_\_ residing at \_\_\_\_\_ under the \_\_\_\_\_ post office in the district of \_\_\_\_\_ for valuable consideration received.

Signature of witness _____	Signature of policyholder _____
Address _____	Address _____
Dated _____	Dated _____

**9. Officers admitted to the benefits of the Fund since issue of Government rules.**—Since the issue of the Government rules, the benefits of the Fund have been extended to the officers mentioned in the orders of Government reprinted below:—

*Government of India, Financial Department, letter No. P.—5628, dated 22nd December, 1898, to the Director General, Post Office:—*

I am directed to acknowledge the receipt of your letter No. 118, dated the 10th August 1898, regarding the admission of Government servants in Foreign Service to the benefits of the Postal Life Insurance Fund.

2. The proposal is made in connection with the Bombay, Baroda and Central India Railway Company, which, it is understood, are willing to realise the periodical premia and subscriptions from the officers of Government serving under them by monthly deductions from their pay, and to arrange for their credit to the Fund in cash or as an account transaction as you may consider most convenient. Under these circumstances there is no objection to allowing Government servants lent to the Bombay, Baroda and Central India Railway Company to participate in the benefits of the Postal Life Insurance Fund. The Government of India do not deem it necessary to issue further general orders at present.

*Government of India, Public Works Department, letter No. 461-G, dated 8th April 1899 to Government of Madras (Communicated to Director General, Post Office, under Financial Department Endorsement No. P.—2033, dated 5th May 1899).—*

I am directed to acknowledge the receipt of your letter No. 2371 W., dated 13th September 1898, enquiring whether it is the intention of Government to exclude members of the Temporary Upper Subordinate Establishment of the Public Works Department from the benefits of the Postal Insurance Scheme, and requesting for the reasons stated therein that the scope of the Postal Insurance Fund may be enlarged so as to render Temporary Upper Subordinates of the Public Works Department eligible to partake of the benefits offered by the scheme.

2 In reply I am to state that the Government of India are pleased to sanction the admission of Temporary Engineers and Temporary Upper Subordinates of the Public Works Department to the privileges of the Postal Insurance Scheme on the condition that a certificate is granted by the Chief Engineer in each case declaring the person eligible on the terms stated below.

3. The certificate should not be granted to men entertained only on an emergency, or for any special work likely to last for a short time only, but to those who are taken on for the purpose of supplementing the regular establishment, and the duration of whose appointment will ordinarily or probably be continuous.

The certificate should therefore be to the following effect :—

“Certified that although \* is not a permanent employé of Government, and is liable to discharge on a month's notice, or summarily in case of misconduct, he is eligible for admission to the Fund under the orders contained in Government of India, Public Works Department, letter No. 461-G., dated the 8th April 1899.”

This certificate should be issued only in connection with an actual application to join the Fund, and should not be given to the applicant himself.



*Government of India, Financial Department, letter No. P.—1742, dated 22nd April 1899, to Director General, Post Office:—*

I am directed to acknowledge the receipt of your letter No. 119<sup>c</sup>., dated the 10th August 1898, submitting for orders a question raised by the Consulting Engineer for Railways, Bombay, whether the non-pensionable servants of Government who were taken over by the Bombay, Baroda and Central India Railway Company along with the Rajputana Malwa Railway may be allowed to participate in the benefits of the Postal Insurance Fund.

2. It has been ascertained from the Government of Bombay that  
 \* Mr. W. E. S. Mc Gregor—District Traffic Superintendent. Mr. C. H. Mackie—Locomotive Superintendent. Mr. W. P. Johnson—Locomotive Superintendent Mr. W. B. Reynolds—Locomotive Superintendent.  
 the intention of the Consulting Engineer's proposal was merely to admit the four marginally named superior officers \* to the benefits of the Postal Insurance Fund, the non-pensionable subordinates being held to be ineligible.

3. I am to say that the admission of the four officers named, to the benefits of the Postal Insurance Fund, is sanctioned.

4. The original papers received with your letter cited above are returned.

**10. Exemption of policies and contracts from stamp duty.—**  
 Policies of life insurance and endowment assurance and contracts for monthly allowances granted by the Director-General of the Post Office of India, in accordance with the Rules of the Postal Insurance Fund, are exempted from stamp duty, *vide* the orders contained in Government of India, Finance and Commerce Department, Notifications Nos. 5199-S. R. and 1390-S. R., dated the 1st November 1895 and the 22nd March 1898 respectively, which were issued in exercise of the powers conferred by section 8 of the Indian Stamp Act of 1879.

# APPENDIX NO. 17.

## ABSTRACT OF THE CIVIL SERVICE REGULATIONS.

### CONTENTS.

	CHAPTER.
<b>PART I.—PRELIMINARY—</b>	
Definitions . . . . .	II
<b>PART II.—RULES REGARDING PAY AND ALLOWANCES—</b>	
General Rules for regulating Allowances . . . . .	III
Acting Allowances—General Rules . . . . .	V
Acting Allowances—Rules for Calculation . . . . .	VI
Joining Time . . . . .	IX
Officers dismissed, suspended or imprisoned . . . . .	X
<b>PART III.—LEAVE RULES—</b>	
General Conditions of Leave . . . . .	XI
Short leave . . . . .	XII
Long leave—Indian Services . . . . .	XIV
<b>PART IV.—ORDINARY PENSIONS—</b>	
General Rules . . . . .	XV
Conditions of Qualifying Service . . . . .	XVI
Rules for Reckoning Service . . . . .	XVII
Conditions of Grant of Pension . . . . .	XVIII
Amount of Pensions . . . . .	XIX
Re-employment of Pensioners . . . . .	XXI
<b>PART VIII.—RECORD OF SERVICE—</b>	
Record of Service . . . . .	.XXXIX
<b>PART IX.—PROCEDURE RELATING TO LEAVE—</b>	
Applications for and Grant of Leave . . . . .	XL
<b>PART X.—PROCEDURE RELATING TO PENSIONS—</b>	
Applications for and Grants of Pensions . . . . .	XLIII
<b>PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES—</b>	
Definitions and General Rules . . . . .	XLVII
Mileage Allowances . . . . .	XLVIII
Travelling Allowances for Journeys on Tour . . . . .	XLIX
Other Journeys . . . . .	L
<b>FORM NO. 15.—Application for Pension . . . . .</b>	...



# Appendix No. 17.

## ABSTRACT OF THE CIVIL SERVICE REGULATIONS.

*Note 1.—This Abstract is intended chiefly for the guidance of those officers of the Post Office who are not provided with the Civil Service Regulations; but it will be found useful also by officers to whom that publication is supplied.*

*Note 2.—The numbering of the Parts, Chapters and Articles is as in the Civil Service Regulations and the Articles extracted are those which are most often required to be referred to by postal officers.*

### PART I.—Preliminary.

#### Chapter II.—Definitions.

**Article 9.—Absentee** means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary, or on special duty unconnected with his own appointment, or on joining time during transfer to another appointment, or under suspension.

**Article 15A.—Age.** Whenever under these regulations an officer is required to retire, revert, or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the officer must retire, revert, or cease to be on leave (as the case may be) with effect from and including that day.

**NOTE.**—[This rule applies to all officers, Civil, Military or Naval.]

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Appendix No 17, page 405 Article 18 (b)—

*Substitute the following for this Article :—*

**Article 18.—Average salary** means the salary which an officer has earned during so much of the three years preceding the day on which he is appointed to the office on privilege;

Appendix No. 17, Article 18(b), page 405—

*Insert the following under this Article :—*

No. 206.

\* \* \* \* \*

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**NOTE (3).**—[When privilege leave is combined with other leave under Article 264A, the calculation is made up to the day preceding the commencement of the privilege leave.]

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Appendix No. 17, page 405 Article 18 (b) —

*Substitute the following for this Article :—*

**Article 18.—Average salary** means the salary which an officer has earned during so much of the three years preceding the day on which he gives up office as he has passed on duty or on privilege leave.

No. 206.

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Appendix No. 17, Article 18(b), page 405—

*Insert the following under this Article :—*

\* \* \* \* \*

NOTE (3).—[When privilege leave is combined with other leave under Article 264A, the calculation is made up to the day preceding the commencement of the privilege leave.]

No. 114.

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**NOTE.**—[This rule applies to all officers, Civil, Military or Naval.]

**Article 18'(b).—Average salary** for the purposes of the Indian Service Leave Rules in Part III means the average salary calculated for so much of the three years immediately preceding the day on which the officer gives up office as he has passed on duty, or on Privilege Leave.

**Article 20.—Calendar month.** Whenever it is necessary to calculate a period in "calendar months," the period ends either on the day of the month corresponding with the day before the day on which it begins, or, if there is no such corresponding day in that month, then on the last day of the month.

**Examples.**

A period of six Calendar months beginning on the	ends on the
28th February . . . . .	27th August.
31st March or 1st April . . . . .	30th September.
29th August . . . . .	28th February.
30th August to 1st September . . . . .	last day of February.
A period of three Calendar months beginning on the	
29th November . . . . .	28th February.
30th November or 1st December . . . . .	last day of February.

**Article 43.—Ministerial officer** means an officer, whether his appointment to the service is gazetted or not, whose duties are not of an administrative or executive character, but who is employed as a member of an office establishment.

*Examples.*—A Registrar, an Accountant or a Clerk, is a Ministerial officer. A Tahsildar, a Police Inspector or Constable, or a Teacher in a school, is not a Ministerial officer.

**Article 45.—Native of India** means any person born and domiciled within the dominions of Her Majesty in India, or within the territories of Indian Princes tributary to, or in alliance with, Her Majesty, of parents habitually resident in India, and not established there for temporary purposes only.

**Article 47.—Pay and Salary—**

(a)—“Pay” means “Monthly Substantive Pay.”

(c)—“Salary” means the sum of pay and acting allowance, or charge allowance under Article 115 or Chapter VIII.

1. Personal Allowance is treated, for the purposes of calculating Leave Allowances and Pensions, as part of an officer’s substantive pay.

2. “Salary” does not include House-rent, Tentage, or Travelling Allowances whether daily, monthly or yearly; nor does it include a *Local Allowance*.

**Article 50.—Pension.** Except when the term “Pension” is used in contradistinction to Gratuity, “Pension” includes Gratuity.

**PART II.—Rules regarding pay and allowances.****Chapter III.—General Rules for regulating Allowances.****Conditions of Age and Health.**

**Article 60.**—No person may be appointed to a superior grade in the public service in India without a certificate by a Commissioned

Medical Officer, or by a Medical Officer in charge of a civil station, or (in the case of a candidate for employment in a State Railway) of a State Railway. This certificate must be annexed to the first bill submitted for the pay of the officer. A similar rule is enforced by the Secretary of State in the case of persons selected by him for service in India.

The *Local Government* may, in any individual case, on public grounds, dispense with the production of the certificate required by this rule; and may make any rules it considers necessary for prescribing the particular Medical Officers or officers whose certificate is required for appointments to any office or Department.

**Article 63.**—A person, whose age exceeds twenty-five years, may not ordinarily be admitted into the service of the State.

**NOTE.**—This article does not apply to the employment in civil capacities of reservists and pensioners of the Native Army.

#### **Date of reckoning Allowances.**

**Article 64.**—(a) Unless it be otherwise provided by special rule or contract, the salary of an officer begins when he takes charge of the appointment in respect of which it is earned. If the charge is transferred after noon, the transfer does not affect allowances until the next day.

(b) If, however, the substantive appointment of an officer is changed while he is officiating in an appointment, or if, while so officiating, an officer is appointed, for the first time, to some substantive office, then, provided that his tenure of his officiating appointment is not interrupted by his new substantive appointment, he may draw the pay thereof without joining it, from the date on which he is appointed thereto, or from any later date on which the substantive office becomes vacant.

#### **Charge of Office.**

**Article 67.**—Unless, for special recorded reasons, the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its head-quarters, both the Relieving and the Relieved Officers being present.

**Article 69.**—The head-quarters of any other officer are either the station which has been declared to be his head-quarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.



**Article 70.**—If an officer is authorised under Article 67 to make over charge of an office elsewhere than at its head-quarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge.

### Promotion during Leave.

**Article 76.**—If an officer, while absent on “short leave” during which the amount of his leave allowances depends upon the substantive or officiating rank or appointment which he would hold if present on duty, obtains promotion, substantive or officiating, or an increase of *pay* or acting allowance which involves no change in, or addition to, his duties or responsibilities, the promotion or increase has effect at once. Otherwise the promotion of an absent officer has effect only from the date of his return to duty.

## Chapter V.—Acting Allowances—General Rules.

### Substantive *pro tempore* Appointments.

**Article 110.**—If an *absentee* draws no part of the pay of his appointment, another officer may be appointed thereto substantively for a time only on full-pay, without disturbing the lien of the *absentee*. The full pay of an officer thus appointed substantively, for a time only, may, in like manner and upon the same condition, be given to a substitute appointed substantively for a time only. The status of an officer appointed substantively for a time only under this Article is that of an acting officer, and, if he is appointed to officiate in a higher appointment, his *salary* is reckoned upon his substantive *pay* proper and not upon the *pay* of the appointment he held substantively *pro tempore*.

**NOTE**—[Substantive *pro tempore* promotion may be granted in the place of an officer holding a temporary appointment, or on deputation within the meaning of Article 94, if the deputation or temporary appointment is for 6 months or more. For shorter periods only acting promotion may be granted.]

**Article 111.**—An officer deputed to act in another office is not an *absentee* within the meaning of Article 110, unless the full pay of that office is available, and he is appointed substantively to it for a time only.

**Article 114.**—Full pay is not to be drawn under Article 110, as a matter of course, or unless the officer claiming it is, by proper authority, formally appointed to the office “provisionally” or “substantively *pro tempore*,” as the case may be.

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Appendix No. 17, Article 119, page 409—

*Substitute the following for this Article :—*

**Article 119.**—As a general rule, the duties of an officer absent on privilege leave taken separately and not combined with other leave under Article 264A shall be discharged by another officer in the same station or district. Only in exceptional cases where there is absolutely no officer available on the spot, can the transfer of an officer from another station or district to act in consequence of the absence of an officer on privilege leave be allowed.....

No. 115..

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### Privilege Leave Vacancies.

**Article 119.**—As a general rule, the duties of an officer absent on privilege leave should be discharged by another officer at the same station. Only in exceptional cases, where there is absolutely no officer available on the spot, can the transfer of an officer from another station to act in consequence of the absence of an officer on privilege leave be allowed.

**Article 120.**—No acting allowance is given to an officer acting in a higher appointment or grade in consequence of the absence of another officer on privilege leave for the first thirty days of such acting appointment, unless the acting officer is transferred from another station, in which case he may draw three-fourths of the acting allowance otherwise admissible :—

Provided always that the emoluments of the acting officer (*i.e.*, the *salary* and allowances other than travelling allowances), whether he be appointed to act at the same station or deputed to act from another station, shall not, for any time during the thirty days, be (i) less than the “emoluments” which he would have drawn had such appointment not been made, or (ii) less than half the *pay of the appointment*. But in no case shall they be more than the *salary* admissible to him after the thirty days referred to.

An officer returning from leave other than privilege leave, who, without joining any other appointment, proceeds at once to officiate in an appointment higher than his substantive appointment in consequence of the absence of an officer on privilege leave, may be treated as an officer transferred from another station for the purposes of this Article.

**Article 121.**—The reckoning of the first thirty days, mentioned in the last Article, is subjected to the following considerations, and after the said period acting allowances will be drawn by the acting officers under the ordinary rules :—

- (i) If an officer officiates continuously in the same appointment, he shall not, under any circumstances, be deprived of acting allowance for more than thirty days.
- (ii) If one officer succeeds another in the same acting appointment, the rule applies, not to the first thirty days of each officer's tenure, but only to the first thirty days of the combined periods of their tenure of the appointment.

**NOTE.**—An officer who is placed in charge of the current duties of an office under Article 176 in a privilege leave vacancy, and is debarred from drawing any charge allowance by the last sentence of Article 123, holds an “acting appointment” for the purposes of this rule.

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Appendix No. 17, Article 155, page 410—

*Line 1 : after* substantive appointment *insert* on a permanent establishment

No. 207.  
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Appendix No 17, Article 158, page 410—

*Line 1 : after* substantive appointment *insert* on a permanent establishment

No. 208.  
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**Article 122.**—Article 120 applies also in the case of a vacancy caused by the deputation of an officer from another station to act in consequence of the absence of an officer on privilege leave.

## Chapter VI.—Acting Allowances—Rules for Calculation.

### Officers having a Substantive Appointment.

**Article 155.**—An officer with a substantive appointment, officiating in an appointment to which this Section applies, and of which the pay is not less than R100, is entitled to an acting allowance of one-fifth of the pay of the appointment: Provided that, except in the Post Office Department, no officer may, under this Article, be appointed to officiate in a higher grade of his own class.

### Officers without a Substantive Appointment.

**Article 158.**—An officer without a substantive appointment officiating in an appointment, the pay of which is not less than R100 is entitled to an acting allowance of half the *pay of the appointment*

### Appointments on less than R100.

**Article 161.**—The salary of an officer officiating in an appointment of which the pay is less than R100 should, as far as practicable, be regulated by Articles 155 and 158. The following conditions must be observed:—

- (i) If the officiating officer has a substantive appointment, his salary must in no case exceed what it would be if Article 155 were exactly applied.
- (ii) If he has no substantive appointment, the officer who appoints him may grant him such allowance, not exceeding the *pay of the appointment*, as he considers necessary.
- (iii) If the vacancy is caused by the absence on leave of an officer whose *pay* is less than R100, the absentee allowance of such officer must not exceed the difference between his *pay* and the sum of the acting allowances paid in consequence of his absence.

**Article 162.**—The third of the conditions above mentioned is not enforced in the case of—

- (i) Officers in superior service \* on privilege leave for not more than one month at a time.

\* Except Postmen and Village Postmen in superior service.

NOTE.—An officer drawing less than ₹100 may be granted one month's privilege leave as an annual holiday irrespective of the expense to Government, but, if such an officer desires to take privilege leave beyond one month, the grant of the leave must be subject to the condition that no extra expense is thereby imposed on the State.

## Chapter IX.—Joining Time.

### Explanation.

Article 193.—Joining Time is the time allowed to an officer to proceed from one Station to another when his appointment is changed, or when, being unemployed, he is appointed to any office. An officer is held to be on duty during Joining Time if he is entitled to allowances.

### Period Admissible.

Article 194.—Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another.

NOTE.—Sundays are included in the calculation of the joining time of one day admissible under this article. An officer who gives over charge on Saturday forenoon must, therefore, take charge on Saturday afternoon, and an officer who gives over charge on Saturday afternoon must take charge on Monday forenoon.

Article 195.—In cases involving a change of station Joining Time is calculated as follows, subject to a maximum of thirty days. Sundays not actually spent in travelling are not included in the calculation :—

- (i) Six days for preparation ; and, in addition thereto,—

for the portion of the journey }  
which the officer travels or } a day for each.  
might travel—

By railway . . . . 200 miles

By ocean steamer . . . 150 „

By river steamer . . . 80 „

By mail cart or other public stage  
conveyance drawn by horses 80 „

In any other way . . . 15 „

An extra day is allowed for any *fraction* of distance over that prescribed.

} or any longer time actually occupied in the journey.

- (ii) When part of the journey is by steamer, the days intervening between the officer being set free from his office, or, if he has no office, receiving his orders, and the departure of the steamer, or his start duly regulated to catch the steamer, shall be added.



NOTE.—[An officer, whose salary does not exceed Rs100 a month, should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses.]

**Article 196.**—By whatever route the officer travels, his Joining Time shall, unless the *Local Government* (Director-General) specially permit otherwise, be calculated by the route which travellers habitually use.

#### When Leave intervenes.

**Article 202.**—When an officer, after giving over charge of his office at one station on transfer, or reversion to another office, takes Privilege or Examination leave before joining the office to which he has been transferred, or to which he has reverted, or when an officer, while on Privilege or Examination leave, is transferred to a station other than that from which he took leave, he is entitled to Joining Time in addition to his Privilege or Examination leave. The Joining Time of an officer transferred during Privilege or Examination leave will be counted from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Joining Time.

#### Appointment Changed.

**Article 204.**—The Joining Time of an officer whose appointment is changed while he is in transit from one appointment to another, begins on the day following that on which he receives his orders.

#### Allowances.

**Article 205.**—Except, in the case mentioned in Article 208, an officer will draw, during Joining Time, the *pay* or *salary* which he drew in his old appointment, or that which he will draw on joining his new appointment, whichever may be less: Provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during Joining Time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him. If the officer in his old appointment drew a local allowance granted on account of special expensiveness of living in any district, province, or locality, and the transfer is to another appointment within the same district, province, or locality, he may draw the local allowance during joining time. Provided that, if the rates differ in the two appointments or parts of the local area, he may draw the lower rate only.

**Article 206.**—When, under Article 202, an officer combines Privilege or Examination leave and Joining Time, his allowances during Joining Time,—that is to say, for the period, not exceeding

the Joining Time admissible by rule, in excess of his Privilege or Examination leave, during which he is absent from duty,—must be calculated at the rate at which his Joining Time allowance would have been calculated if he had joined the office to which he is transferred directly.

**Article 208.**—An officer, who is not in the Indian Civil Service or in the Army, and who has no substantive appointment, is not entitled to any allowance during Joining Time; but if such an officer officiating in an office, is transferred to another office under the same Local Government (Director-General), the *Local Government* (Director-General) may allow him to draw, during his transit, the allowance to which he would be entitled under Article 205.

### Exceeding Joining Time.

**Article 209.**—An officer who does not join his new appointment within his Joining Time is entitled to no allowances after the end of his Joining Time, and after a week ceases to have a lien on any appointment. But, if the *Local Government* (Director-General) considers that his default was due to circumstances beyond his control, it may exempt him from the loss of his appointment.

**NOTE.**—[The expression "Allowances" in this Article does not include Travelling Allowances.]

### Ministerial Officers.

**Article 210.**—The rules in this Chapter apply to a ministerial officer who, with the consent of the head of his office, or under the orders of competent authority, is transferred to service in another office on grounds of public convenience only, and not at his own request, for his own advantage, or in consequence of any fault on his part.

## Chapter X.—Officers dismissed, suspended or imprisoned.

### Other Officers.

**Article 213.**—Saving as provided in Article 215 (b), the salary of an officer who is dismissed ceases absolutely from the date of his dismissal; no allowances may be granted to him for any period occupied in his prosecution of appeals against the order dismissing him.

**Article 214.**—Saving as provided in Article 215 (b), an officer suspended from office as a penalty for misconduct is entitled to no salary while he is absent from duty.

**Article 215.**—Subject to the proviso that, without the permission of the *Local Government* (Director-General), no expenditure may be incurred in excess of what would have taken place if the officer had remained on duty—

(a) Subsistence allowance, at a rate not exceeding one quarter of his salary, may be granted by the authority suspending him to an officer removed from office pending enquiry into his alleged misconduct: Provided that, if the officer is a European, his subsistence allowance should not commonly be less than Rs25 a month: if his salary be less than Rs100 a month, the rate may be increased accordingly.

NOTE.—[This subsistence allowance is authorized as a matter of grace only and cannot be claimed as of right. The authority suspending an officer in temporary employ, if he considers that some allowance should be granted to the suspended officer, may sanction allowances not exceeding those authorized in this Article. In deciding whether such allowances should be granted, the period of the temporary employment should be taken into consideration.]

(b) If the suspension of an officer as a penalty for misconduct is, upon reconsideration or appeal, held to have been unjustifiable or not wholly justifiable, or if an officer dismissed from office or suspended pending enquiry into his alleged misconduct is, after enquiry, or upon reconsideration or appeal, reinstated, then the revising or appellate authority may grant to the officer, for the period of his absence from duty—

- (i) if the officer is honourably acquitted, an allowance equal to the full salary to which he would have been entitled if he had continued to hold the appointment from which he was dismissed;
- (ii) otherwise, an allowance equal to such proportion of the full salary as aforesaid, as to the revising or appellate authority may seem expedient.

### Committals to Prison.

**Article 216.**—When a servant of Government is committed to prison either for debt or on a criminal charge, he should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his allowances will be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of blame or (if the imprisonment was for debt) of its being proved that the officer's liability arose from circumstances beyond his control.

.....  
Appendix No. 17, Article 223, page 415—

*Line 1: before An (the first word of the Article) insert  
a).*

No. 55  
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.....  
Appendix No. 17, Article 225, page 415—

*Substitute the following for this Article:—*

Article 225.—An officer recalled to duty before the expiry in India, other than privilege leave, is treated as on duty from the date on which he starts for the station to which he is ordered and is entitled until he rejoins his appointment to draw leave allowance only.

No  
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## **PART III.—Leave rules.**

### **Chapter XI.—General Conditions of Leave.**

#### **Discretion of Government.**

**Article 220(a).**—Leave of absence can never be claimed absolutely as of right.

#### **Maximum Leave Admissible.**

**Article 222.**—After five years' continuous absence, whether with or without leave, an officer is considered to be out of Government employ.

**NOTE.**—[This article does not apply to officers transferred to Foreign service in India]

1. \* \* \* it seems to be thought that this rule merely indicates the maximum amount of leave which, if not inconvenient to the Government, an officer may not unreasonably expect to have granted to him ; whereas the intention of the rule is merely to fix a limit of leave which under no circumstances can be exceeded, and to which it is undesirable that any near approach should be made in any but very exceptional cases.

#### **Recall from Leave.**

**Article 223.**—An officer recalled to duty before the expiry of leave of any kind is entitled to take the balance of his leave, together with any leave of the same kind subsequently earned, as soon as he can be spared from duty.

**Article 225.**—An officer recalled to duty before the expiry of leave in India, other than Privilege leave, is treated as on duty (*i.e.*, on joining time between appointments) from the date on which he starts for the Station to which he is ordered.

#### **Probationers and Apprentices.**

**Article 228(a).**—An officer appointed as probationer for a certain period before formal appointment, is entitled to the same leave as if he held a substantive appointment .

#### **Lien on Appointment.**

**Article 241.**—An officer on " long leave " has no claim to substantive promotion, but there is no objection to such promotion (see Article 76.)

#### **Vacating Appointment.**

**Article 249.**—No officer's appointment becomes vacant simply by reason of his taking leave under the Indian Service Leave Rules. But

.....  
endix No. 17, Article 264, page 416—

*Substitute the following for the heading above this  
rule:—*

Combination, Extension and Commutation of Leave.

No. 116.

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.....  
Appendix No. 17, Article 264, page 416—

*Line 2 : after Article 372, add leave under Article 264.*

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No

Appendix No. 17, Article 266, page 417—

*Line 2: strike out on Privilege Leave, or*

N

Appendix No. 17, Article 264, page 417—

*Insert the following as a new Article after Article 264:—*

**Article 264A.**—Privilege leave to the amount due may be prefixed as such to furlough, leave on medical certificate, special leave on urgent private affairs, leave on private affairs, and extraordinary leave without allowances, subject to the following conditions:—

- (i) When privilege leave is combined with furlough, the amount of combined leave shall not exceed two years;
- (ii) When privilege leave is combined with special leave under the European Service Leave Rules or leave on private affairs under the Indian Service Rules, the combined leave shall not exceed six months; and
- (iii) When privilege leave is combined with leave of any kind, the combined leave must be for not less than six months.
- (iv) The periods mentioned in (i), (ii) and (iii) count from the beginning of the privilege leave to the end (under the ordinary rules) of the leave with which it is combined.

No. 118.

Appendix No. 17, Article 278, page 417—

*Line 2: 'for alendar' read 'calendar'*

No. 57.



absence without leave, or after the end of leave [except in the case of the week's grace allowed by clause (ii) of Article 261 (a)] involves loss of appointment. An officer on leave under the Indian Service Leave Rules has no lien on an acting appointment.

### Permission to Return.

**Article 256.**—An officer may not, without the permission of the Authority which granted him leave, return to duty more than fourteen days before the end of Long Leave.

**Article 257A.**—An officer on leave in India or in any place out of Europe taken on account of ill-health, whether the leave be technically leave on medical certificate or not, may be required by the authority who granted the leave to produce, before he is permitted to return to duty, a medical certificate of fitness signed by such medical officer as the authority may direct.

### Overstaying Leave.

**Article 261(a).**—An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment,—

- (i) if his leave was Furlough under the European Service Leave Rules, or Furlough or Leave on Medical Certificate under the Indian Service Leave Rules,—immediately; and
- (ii) if it was Special Leave under the European Service Leave Rules, Leave on Private Affairs under the Indian Service Rules, or Privilege Leave,—after a week, unless, in the case of officers stationed in the Andamans and Nicobars, the overstay is authorised by clause (ii) of Article 282 (a).

(b) The provisions of this Article have no effect on the liability of an officer overstaying leave in regard to the forfeiture of past service, the rule as to which is contained in Article 463 (b).

**Article 262.**—If the *Local Government* (Director-General) is satisfied that the default of an officer is due to circumstances beyond his control, it may exempt him from loss of appointment under clause (a) of the preceding Article, but not from loss of allowances during the period of his absence without leave.

### *Combination*, Extension and Commutation of Leave.

**Article 264.**—No kind of leave, except Extraordinary Leave without allowances under Article 372, and in certain cases Examination Leave under Article 261A,

Leave, can be granted in continuation of any other kind of leave; but any leave granted under these Regulations may be retrospectively changed for any other kind or period of leave for which the officer was qualified when the leave was originally granted; and the *Local Government* (Director-General) may commute retrospectively periods of absence without leave into leave without allowances (see Article 464). Subsidiary Leave is not, for the purposes of this rule, regarded as a continuation of leave.

**Article 266.**—If an officer subject to the Indian Service Leave Rules who is absent on Privilege Leave, or on Leave on Private Affairs, or on Furlough, takes an extension of Leave on Medical Certificate, the whole of the absence will be treated as Leave on Medical Certificate.

## Chapter XII.—Short Leave.

### *Privilege Leave.*

#### Amount earned.

**Article 277.**—The amount of Privilege leave earned by an officer is one-eleventh part of the time during which he has been on duty without interruption: Provided that no Privilege leave can be earned by an officer by duty performed while three months' such leave is due to him, and that, whenever duty is interrupted, all claim to Privilege leave earned theretofore is forfeited. Absence on Privilege leave, though not counting as duty, is not an interruption of duty within the meaning of this Article.

#### Calculation.

**Article 278.**—The calculation must be made as follows:—One *calendar month* for every eleven complete *calendar months* of duty, and one day for every 11 days of the balance.

#### Qualifying Service.

**Article 279.**—When an officer is first appointed to the Public Service, duty qualifying for Privilege leave does not begin until he takes charge of the office to which he is appointed.

**Article 280.**—Time spent on Subsidiary leave does not qualify for Privilege leave.

**Limit.**

**Article 282.**—The amount of Privilege leave admissible at one time is limited to three calendar months ; but in the following case, an exception to this general rule is allowed :—

Officers stationed in the Andamans and Nicobars are allowed, on each occasion when they may wish to take Privilege leave, the option between the following two courses, namely,—

- (i) to accumulate Privilege leave up to three months and fifteen days ;
- (ii) to overstay any Privilege leave due by fifteen days without forfeiting pay or appointment : Provided that, in the case of such overstay, the officer shall not begin to count service towards future Privilege leave until he shall have served a period of time proportionate to the amount of overstay,—that is, eleven times the period of overstay.

**NOTE.**—The concession in this clause has been extended for a period of five years from 1st July 1896 to all European officers serving in the Civil Department in Burma.

**Amount due.**

**Article 283.**—The Privilege leave due to an officer is the Privilege leave which he has earned since the last interruption of duty, less the period during which he has been absent on Privilege leave.

**Interruptions of Duty.**

**Article 284.**—If an officer remains absent after the end of Privilege leave, his duty is interrupted within the meaning of Articles 277 and 291. But if the *Local Government* (Director-General) considers that his default was due to circumstances beyond his control, it may remit the penalty.

**Article 285.**—If an officer remains absent after the end of Examination leave, or of Joining Time, the period of absence cannot count as duty qualifying for Privilege leave, and, unless the absence is accounted for to the satisfaction of the *Local Government* (Director-General), it is an interruption of duty within the meaning of Articles 277 and 291.

**Article 288.**—Suspension from office as a penalty for misconduct is an interruption of duty within the meaning of Articles 277 and 291.

**Article 289.**—The suspension of an officer from office pending enquiry into his conduct interrupts his duty or not as the *Local Government* (Director-General) may in each case decide. Time passed under such suspension does not qualify for Privilege leave, unless, in

Appendix No. 17 Article 291, page 419—

*Line 1 : for without read without*

No. 148.

Appendix No. 17, Article 297, page 419—

*Cancel this Article and the rules under it.*

No. 148.

Appendix No. 17, Article 291, page 419—  
*Add the following sentence to this Article :—*

5 But when privilege leave is combined with other leave under  
Article 264A, the amount due may be granted irrespective of these  
conditions.

No. 120.



any case, the *Local Government* (Director-General, expressly orders that it shall so qualify.

### Condition of Grant.

**Article 291.**—To an officer who has been on duty, without interruption, for eleven calendar months, and who has not, for six calendar months, been absent on Privilege leave, the whole or any part of the Privilege leave due to him may be granted,

### Lien on Appointment.

**Article 292.**—An officer on Privilege leave has a lien on his substantive appointment; he has also a lien on his officiating appointment, so long as it is not resumed by an officer having a superior lien on it.

### Leave Allowances.

**Article 293.**—An officer on Privilege leave (whose pay is R100 or upwards) is entitled to a leave allowance equal to the salary which he would receive if he were on duty in the appointment on which he has a lien, and he is entitled to this allowance even though another officer be appointed to act for him.

**Article 294.**—No extra expense may be imposed on the State in respect to the Privilege leave of an officer whose pay is less than R100 and who is allowed Privilege leave for more than one month at a time.

1. Privilege leave for one month at a time may be granted to an officer in superior service \* whose pay is less than R100 a month, without regard to the fact that extra expense is thereby imposed on the State [see note to Article 162 (1)].

\* Under orders of the Director-General of the Post Office a postman or village postman even though he has rendered approved service for five years as such, cannot, for the present at all events, get privilege leave on full pay, whereby extra cost is incurred by the State.

**Article 297.**—A non-gazetted officer whose salary is less than R200 a month is not entitled to receive his allowances for the period of his leave till he returns to duty; he may, however, with the special sanction of the Head of his Office, receive in advance the allowances which would, but for this rule, become payable to him on the first and second pay days included within the period of his leave. Such advances will be drawn from the Treasury as final establishment charges.

1. These advances are not recoverable should the officer die before earning the full amount of the advance; but the office held by the deceased will be held to have become vacant from the day following that up to which he was paid, instead of from the date of his decease.

2. Should the Head of the Office prefer it he may order the allowances to be paid on the pay day of the month for which they are earned instead of granting an advance under this Article

**Article 298.**—If an officer, on transfer from one appointment to another, obtains Privilege leave without joining his new office, his leave allowance shall not be less than it would have been if he had joined his new office before taking leave.

#### **Local Allowances how affected.**

**Article 300.**—A *Local Allowance* may be drawn by an officer on Privilege leave only if there is no *locum tenens* to whom it is payable.

1. An officer on Privilege leave may draw Presidency allowance or Presidency house-rent, provided that no extra expense is thereby caused to the State.

#### **Examination Leave.**

**Article 317.**—An officer permitted to present himself at any examination which must be passed before a person is eligible for a higher subordinate appointment in any branch of the Service, such as a Deputy Magistracy, may, under the orders of the Local Government (Director-General), be allowed leave of absence for the number of days which is actually necessary to enable him to attend at the examination. During this absence, which is expected to be short, no deduction will be made from the officer's allowances, unless the Head of the office finds such deduction necessary to enable him to make arrangements for carrying on the work. Such leave should not be allowed more than twice for each standard of examination.

#### ***Hospital Leave.***

##### **Postal Officers, Peons, and Guards.**

**Article 320.**—A Postman, Mail-Carrier or Mail-Coachman, or a Peon or a Guard in permanent employ, while ill in hospital or dispensary, or receiving medical aid as an out-door patient of the hospital or dispensary of the Station at which he serves, may, without reference to the allowance paid to his substitute, be allowed half pay for a period not exceeding six months altogether in any one term of three years, whether such leave be taken in one period or by instalments. The Director-General of the Post Office may grant full pay for three months to a Postman, Mail-Carrier or Mail-Coachman under exceptional circumstances, as, for example, if he is wounded by robbers or a wild animal.

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Appendix No. 17, Article 363, page 421—

*Line 1 of sub-para. 2 under para. (b) : fo<sup>r</sup> tact read to, act*

No. 59.

Appendix No. 17, Article 370, page 421—

*Sub-para. 1.—For instalment read instalments*





## Chapter XIV.—Long Leave—Indian Services.

### Extent of Application.

Article 367.—The rules in this Chapter apply to all officers who are not entitled to leave under the other Chapters of these Regulations. They apply *fully* only to those officers whose *pay* is *not less* than R100 a month, and who have substantive appointments on permanent establishments under the Government.

Article 368. (a)—Leave may however be granted under this Chapter to an officer whose *pay* is less than R100, so far as it can be done without imposing any cost upon the State. The absentee allowance of the substantive incumbent must not exceed what remains from the pay of the appointment after provision is made for the efficient discharge of his duties during his absence. No leave in excess of the leave admissible under these rules may be granted to such an officer, with allowances, or counting as service for pension.

(b) This Article authorises the grant of leave upon the condition therein stated, not only to an officer in Superior service whose *pay* is less than a hundred rupees a month, but to an officer whose service is treated as Inferior under the Pension Rules, upon the condition that the grant of the leave shall not impose any cost upon the State.

1. An officer holding an appointment on a *Progressive* pay, rising to a maximum of one hundred rupees, who is in the receipt of the maximum pay, is not to be treated as an officer whose pay is less than one hundred rupees.

2. If it becomes necessary to bring an officer from a distant station for an officer on leave whose pay is less than one hundred rupees, the travelling allowances and transit pay admissible to the substitute may be borne by the State; but such a transfer should never be made if it can be avoided.

### *Long Leave.*

#### Leave on Medical Certificate.

Article 369.—Leave on medical certificate may be granted for three years in all, but not for more than two years at one time; and no officer can have leave on medical certificate out of India more than twice.

#### Leave on Private Affairs.

Article 370.—Leave on private affairs for six months may be granted to an officer who has not had Furlough, after six years' service and repeated after intervals of six years.

1. Leave on private affairs does not accumulate and cannot be taken in instalments.
2. Leave on medical certificate counts as service for leave on private affairs.

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No. 17, Article 371, page 422—

*s 10 to 15: substitute the following for the provisos  
of Article:—*

ed:—

that the service for furlough of an officer who has had leave  
on private affairs counts only from the date of his last  
return from such leave.

that the aggregate amount of furlough, or of furlough and  
leave on private affairs taken together shall not exceed  
two years.

that an interval of not less than eighteen months has elapsed  
since last return from privilege leave in excess of six  
weeks in duration.

No. 121.

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Appendix No. 17, Article 372, page 422—

*Line 5: correct length of to length or*

No. 67.

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Appendix No. 17, Article 372, page 422—

*ie 7: after leave insert except as provided in Article 264A*

No. 122.

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Appendix No. 17, Article 372, page 422—

*Insert the following as Rule 1 under this Article:—*

1. In cases in which the duration of the extraordinary leave to be granted does not  
exceed two months, the Local Government may dispense with the condition in this Article  
that the leave can be granted only when no other kind of leave is by rule admissible.

No. 164.

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.....  
Appendix No. 17, Article 377, page 423—

*Insert the following Note under this Article:—*

NOTE.—The grant of leave under this Article is subject to the condition that the officer returns to duty at the end of the leave.

No. 149.  
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.....  
Appendix No. 17, Article 378, page 423—

*Insert the following Note under this Article:—*

NOTE.—[When privilege leave is combined with other leave under Article 264A, subsidiary leave is not admissible to an officer going on leave.]

No 123.  
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.....  
Appendix No. 17, page 423—

*From Article 386 substitute Article 380.*

No 43  
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.....  
Appendix No. 17, Article 380, page 423—

*Para. (a).—Line 1 : for officer read officer*

No  
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### Furlough.

**Article 371.**—Furlough may be granted as follows:—

- (a) After ten years' service,—one year or any less period ; and thereafter, at intervals of not less than eight years, one year or such other period as together with all periods already spent in furlough may not exceed two years ; or
- (b) After eighteen years' service ; two years or any less period ; and thereafter, at intervals of not less than eight years any such period as together with all periods already spent in furlough may not exceed two years :

Provided that the service for furlough of an officer who has had leave on private affairs counts only from the date of his last return from such leave ;

Provided also that the aggregate amount of furlough or of furlough and leave on private affairs taken together shall not exceed two years.

- 1. Leave on medical certificate counts as service for Furlough.

### Leave without Allowances.

**Article 372.**—Extraordinary leave without allowances may, in case of necessity, and when no other leave is by rule admissible, be granted for such time as may be necessary. Time spent on leave under this Article does not count as service for other leave. Subject to the provisions of Article 222 there is no limit to the length of frequency of leave under this Article. It may not be granted in combination with the grant of other leave. But it may be granted in continuation of other leave if circumstances arise which prevent the return by the officer to duty and which, in the opinion of the Local Government (Director-General), or the authority empowered to grant the leave, are such as to justify the concession. No officer is *entitled* to extraordinary leave.

### Leave Allowances.

**Article 373.**—(a) An officer on leave on medical certificate under Article 369 is entitled to half his *average salary* for the first fifteen months of each period of absence, but not for more than thirty months in all. For the rest of his leave under Article 369 he is entitled to a quarter of his *average salary*.

(b) An officer on Furlough or on Leave on private affairs is entitled to half his *average salary*.

(c) But whenever an officer whose appointment is not gazetted takes leave for *not more* than one month, or whenever such an

officer's *salary* is less than three hundred rupees, his *pay* (not *salary*) when he gives up office is to be taken in lieu of *average salary*.

**Article 375.**—All the rules in Article 373 are subject to the proviso that the allowances of an officer during leave shall in no case exceed his actual *salary* when he takes leave.

**Article 376.**—An officer does not forfeit the allowances to which he is entitled under Articles 373 to 375 by resigning the service at the end of the leave.

### Leave after Fifty-five years of age.

**Article 377.**—An officer in Superior service, who is subject to the rules of this Chapter, is eligible, after he attains the age of fifty-five years, for Privilege leave, for any leave on private affairs (Article 370) to which he may be otherwise entitled, and also for leave without allowances under Article 372, provided that the total leave granted, whether on private affairs or without allowances does not exceed six months in all, and for no other kind of leave. Any leave other than Privilege leave, or leave on private affairs, granted to such an officer before the date on which he attains the age of fifty-five years, ceases to have effect on this date.

### *Subsidiary Leave.*

#### Grant of Subsidiary Leave.

**Article 378.**—An officer going on, or returning from, leave out of India on medical certificate, Leave on private affairs, or Furlough, or going on, or returning from, leave on medical certificate to a sanitarium, is entitled to Subsidiary leave—

- (1) from the date he is relieved to the date required to break up his domestic establishment and travel to the port of embarkation ;
- (2) from the date of arrival at the port of debarkation to the date required to reorganise his domestic establishment and join his appointment.

**Article 355.**—The minimum Subsidiary leave to which an officer is entitled is ten days, otherwise Subsidiary leave is calculated as Joining Time is calculated.

#### Subsidiary Leave Allowances.

**Article 380.**—(a) An officer on Subsidiary leave prefixed to other leave is entitled to half his *average salary*. But he may draw allowances as if he were on Privilege leave, for any part of this leave for

which, if he were not going on leave out of India, Privilege leave would be admissible to him.

(b) An officer on Subsidiary leave following other leave is entitled to half his *average salary*, or one quarter of his *average salary*, according to the rate of allowance to which he may be entitled at the end of the leave to which it is subsidiary.

## PART IV.—Ordinary pensions.

### Chapter XV.—General Rules.

Article 383.—Future good conduct is an implied condition of every grant of a pension. The Government reserves to itself the right of withholding or withdrawing a pension, if the pensioner be convicted of serious crime or be guilty of grave misconduct.

### Chapter XVI.—Conditions of Qualifying Service.

#### Beginning of Service.

Article 390.—(a) Except for compensation gratuity, an officer's service does not in the case of superior service *qualify* till he has completed twenty years of age.

(b) In other cases, unless it be otherwise provided by special rule or contract, the service of every officer begins when he takes charge of the office to which he is first appointed.

Article 392.—In the case of Inferior service, service *counts* after the age of sixteen years, but if an inferior officer's *qualifying* service began after the 1st April 1880, and after he had attained the age of forty years, his service does not *qualify* for pension or gratuity of any kind.

NOTE.—The proviso in this Article does not apply to an Inferior servant who is re-employed after discharge owing to abolition of appointment or ill health.

In the case of an Inferior servant re-employed after resignation, or discharge for misconduct or inefficiency, the amount of previous qualifying service rendered should be deducted from his age before applying the proviso in this Article.

#### Probationers.

Article 408.—The service of a probationer who holds a substantive office and draws substantive pay qualifies. So does that of an officer who is on probation for a substantive office, if he is employed on a vacancy reserved for him, pending probation, and in which no other officer simultaneously counts service.

### Qualifying Service.

**Article 433.**—Qualifying service is divided into SUPERIOR and INFERIOR.

### Inferior Service.

**Article 434.**—Service on pay not exceeding R10, or in any office which has been graded as Inferior by the rule or practice of the Local Government (Director-General), is Inferior service.

### Superior Service.

**Article 435.**—All other service is Superior service.

### Service partly Inferior and partly Superior.

**Article 436.**—An officer whose service has been for some time Inferior and for some time Superior may either count—

- (a) the whole as Inferior towards pension or gratuity on the Inferior scale, or
- (b) the Superior portion towards pension or gratuity on the Superior scale, and the Inferior portion towards gratuity on the Inferior scale.

Under (a) the pension or gratuity is calculated on the pay (whether in Superior or Inferior service) which the officer drew immediately before his retirement.

Under (b) the pension or gratuity on the Superior scale is calculated upon the average emoluments or emoluments respectively which the officer drew when last in Superior service, and the gratuity on the Inferior scale upon the pay which he drew when last in Inferior service ; provided that the total gratuity or gratuity *plus* pension granted under this clause shall not exceed what would have been admissible if the whole service had been Superior.

If an officer has been reduced from the Superior to the Inferior class for misconduct, he cannot have the benefit of this Article without the special permission of the Local Government (Director-General).

### Exceptional Case.

**Article 439.**—The service of a postman or village postman, whatever his pay, is Superior service, provided he has served as postman or village postman for five years with approval.



Appendix No. 17, Articles 445 and 446 (introduced by C. S. 63), page 426—

*Substitute the following for these Articles :—*

**Article 445.**—Except as provided in Article 446 time passed on leave, other than privilege leave or subsidiary leave, does not count as prior service. Time passed on leave subsidiary to leave, on medical certificate, by an officer subject to the Indian Service Leave Rules, who has twice before had leave on medical certificate out of India, does not count.

**Article 446.**—Time passed on leave with allowances counts as service as follows:—

<i>if the total service of the officer is not less than—</i>	<i>He counts as service a period of leave out of India not exceeding—</i>	<i>He counts as service a period of leave in India not exceeding—</i>
15 years . . . . .	1 year . . . . .	1 year.
20 " . . . . .	2 years . . . . .	...
25 " . . . . .	3 " . . . . .	...
30 " . . . . .	4 " . . . . .	2 years.
35 " . . . . .	5 " . . . . .	...

**NOTE (1).**—The periods in columns 2 and 3 are not cumulative, that is an officer may not count two years' leave after 15 years' service or more than four years' leave after 30 years' service. The maximum amount of leave both in and out of India which may be counted is that shown in column 2.]

**NOTE (2).**—Total service in this Article means total service reckoning from date of commencement of service qualifying for pension and includes periods of leave.]

**NOTE (3).**—[For the purposes of this Article, Ceylon is *not* held to be "out of India."]

No. 231.



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pendix No. 17, page 427, Article 460 (a)—  
se 2: *after* inefficiency *insert* not due to age,

No. 1.

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## Chapter XVII.—Rules for Reckoning Service.

### *Periods of Leave.*

#### Superior Service.

**Article 445.**—Time passed on leave in India other than Privilege or Subsidiary leave does not count as Superior Service. Time passed on leave subsidiary to leave on medical certificate by an officer subject to the Indian Service Leave Rules, who has twice before had leave on medical certificate out of India, does not count.

**Article 445-A.**—Time passed on leave with allowances out of India counts as service as follows :—

<i>If the total service of the officer is not less than</i>										<i>He counts as service a period not exceeding—</i>
15 years	.	.	.	.	.	.	.	.	.	1 year.
25 years	.	.	.	.	.	.	.	.	.	2 years.

**NOTE 1.**—(Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.)

**NOTE 2.**—(For the purposes of this Article, Ceylon is *not* held to be "out of India.")

#### Inferior Service.

**Article 455.**—An Inferior servant counts periods of authorised leave.

**Article 456.**—Leave granted by competent authority not exceeding in amount that admissible under the Leave Rules, is "authorised."

**Article 457.**—Leave without allowances may count if the whole amount of leave taken with or without allowances does not exceed what might be given with allowances under the Leave Rules referred to in the preceding Article.

### Suspensions, Resignations, Breaks, and Deficiencies in Service.

#### Periods of Suspensions.

**Article 458.**—(a).—Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement.

(b) Time passed under suspension adjudged as a specific penalty does not count.

**Article 459.**—If an officer, who has been suspended, pending enquiry into his conduct, is reinstated, but with forfeiture of any part of his allowances for the period of suspension, this period does not count, unless the authority who reinstates the officer expressly declares at the time that the period shall count.

### Resignations and Dismissals.

**Article 460. (a)**—Resignation of the public service, or removal from it for misconduct, insolvency, inefficiency, or failure to pass a prescribed examination, entails forfeiture of past service.

(b) Resignation of an appointment to take up another appointment, service in which counts, is not held to be a resignation of the public service.

**Article 461.**—Any authority who, on revision or appeal, reverses an order dismissing an officer, may declare that the past service of the reinstated officer counts.

**Article 462.**—An officer who resigned the public service before the 8th June 1863 if he was a Superior servant, or before 1st September 1871, if he was an Inferior servant, and was reappointed to the public service within twelve months from his resignation, counts his service rendered before resignation. This Article only applies to one resignation.

### Interruptions.

**Article 463.**—An interruption in the service of an officer entails forfeiture of his past service, except in the following cases—

(a) Authorised leave of absence.

(b) Unauthorised absence in continuation of authorised leave of absence, so long as the office of the absentee is not substantively filled; if his office is substantively filled the past service of the absentee is forfeited.

Provided that if the absentee is subsequently reinstated, the authority whose duty it is to make the appointment, within three months, or the *Local Government* (Director-General), within one year, from the end of the authorised leave of absence, may declare, in an order to be communicated to the *Audit Officer*, that his previous service, or any part of it shall not be forfeited.

(c) Suspension immediately followed by reinstatement, which need not be to the same office.

(d) Abolition of office or loss of appointment owing to reduction of establishment.

(e) Transfer to non-qualifying service in an establishment under Government control. The transfer must be made by competent authority; an officer who voluntarily resigns qualifying service cannot claim the benefit of this exception. Transfer to a Grant-in-aid school entails forfeiture.

(f) Transfer to service on the Household establishment of the Viceroy.

- (g) Time occupied in transit from one appointment to another, provided that the officer is transferred under the orders of competent authority, or, if he is a non-gazetted officer with the consent of the Head of his old office.

**Article 464.**—The *Local Government* (Director-General) may commute retrospectively periods of absence without leave into leave without allowances.

### Condonation of Interruptions and Deficiencies.

**Article 465.**—Upon such conditions as it may think fit, in each case, to impose—

- (i) The Government of India may condone all interruptions in service not exceeding twelve months in all; and the *Local Government* (Director-General) may condone all interruptions not exceeding three months in all.
- (ii) If the proposed pension does not exceed fifty rupees a month, the Government of India may condone interruptions in service whatever their duration: and the *Local Government* may exercise the same power if the pension is a Provincial charge; otherwise it may condone interruptions not exceeding twelve months in all.

**Article 465A.**—(1) Upon any conditions which it may think fit to impose, the Government of India, or, if the pension be a Provincial charge, the Local Government may, in all cases, condone a deficiency of three months, in qualifying service. If the pension is an Imperial charge, the Local Government (Director-General) may not condone a deficiency of more than one month.

(2) (a) If, besides his qualifying service, an officer has rendered service (actual) paid from the General Revenues, but not counting for pension,

or, if an officer claiming a pension for Superior service, has also rendered Inferior service,

the Government of India, or, if the pension be a Provincial charge, the Local Government, may condone a deficiency in the officer's qualifying service not exceeding half his non-qualifying, or, as the case may be, Inferior service, and, also, not exceeding twelve months in all.

(b) If the pension is an Imperial charge, the Local Government (Director-General) may, in these cases, condone a deficiency not exceeding one-fourth the officer's non-qualifying, or, as the case may be, Inferior service, and, also, not exceeding three months.

**NOTE.**—(The two clauses of this Section are alternative and not cumulative.)

## Chapter XVIII.—Conditions of Grant of Pension.

### *Classification of Pensions.*

#### Superior Service.

Article 466.—*Pensions* for “Superior Service” are divided into four classes :—

- (a) Compensation Pensions.
- (b) Invalid Pensions.
- (c) Superannuation Pensions.
- (d) Retiring Pensions.

### *Compensation Pension.*

#### Explanation.

Article 468.—A compensation *pension* is awarded to an officer discharged from the public service because, on a reduction of establishment, his appointment is abolished and other suitable employment cannot be found for him.

Article 469.—To pension an officer still capable of useful service is a waste of public money ; before a *pension* is granted to such an officer discharged on abolition of appointment, it must be carefully considered whether he cannot be otherwise provided for.

### *Discharge of Inefficient Officer.*

Article 471.—The discharge of one officer to make room for another better qualified is not the abolition of an appointment within the meaning of Article 468 ; the abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for Compensation *pension*. The saving should always exceed the cost of the *pension* : otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment.

NOTE.—The relaxation of the condition laid down in this Article requires the sanction of the Government of India.

### *Restrictions.*

Article 475.—Schoolmasters or other Government officers who, in addition to their other duties, are employed as Postmasters, or in any other capacity in the Post Office Department, are not entitled to compensation *pension* no being relieved of such duties.

ppendix No. 17, Article 491, page 430—

*Line 12 of the certificate: for labor read do "*

No 64

ation for

Appendix No. 17, Article 504, page 431—

*Substitute the following for this Article:—*

**Article 504.**—An officer, who is compelled to retire under the ceding Article or who retires voluntarily under Article 508, and of whose service has been inferior, is entitled to *pension* on the s. conditions as if he had been invalided under Article 524 and to option allowed by Article 436.

No 65.



ppendix No. 17, Article 491, page 430—

*Line 12 of the certificate: for laborious recollection.*

No. 6

Appendix No. 17, Article 504, page 431—

*Substitute the following for this Article:—*

**Article 504.**—An officer, who is compelled to retire under the preceding Article or who retires voluntarily under Article 508, and part of whose service has been inferior, is entitled to *pension* on the same conditions as if he had been invalided under Article 524 and to the option allowed by Article 436.

No 65.

### *Invalid Pension.*

#### Conditions of Grant

**Article 485.**—An invalid *pension* is awarded, on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated—

- (i) for the public service, or
- (ii) for the particular branch of it to which he belongs.

#### Rule regarding Medical Certificate.

**Article 486.**—If an officer applying for an Invalid *pension* is sixty years old or upwards, no certificate by a Medical Officer is necessary ; it suffices for the Head of the Office to certify to the incapacity of the applicant.

#### Form of Medical Certificate in India.

**Article 491.**—(a) The form of the certificate to be given respecting an officer applying for pension in India is as follows :—

Certified that I (we) have carefully examined A. B, son of C. D, a \_\_\_\_\_  
in the \_\_\_\_\_  
His age is, by his own statement, (x) years, and by appearance about (y) years. I (we) consider A B to be completely and permanently incapacitated for further service of any kind [or in the Department to which he belongs] in consequence of (*here state disease or cause*). His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

(*If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made*): I am (we are) of opinion that A. B is fit for further service of a less labourious character than that which he has been doing [or may, after resting for (z) months, be fit for further service of a less laborious character than that which he has been doing.]

(b) The object of the second alternative certificate (of partial incapacity) is that an officer should, if possible, be employed even on lower pay, so that the expense of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to *pension*; but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full *pension* admissible under Rule. The principle of Article 469 must always be carefully borne in mind.

#### Applicant to be discharged.

**Article 499.**—An officer who has submitted under Article 486 a medical certificate of incapacity for further service, must not [except for special reasons to be reported to the Local Government (Director-General)] be retained in active service pending a decision on his

application for pension, nor can he obtain leave of absence except subsidiary leave preparatory to retirement. Without the further special sanction of the *Local Government* (Director-General) service after the date of a medical certificate does not count for pension.

**Article 500.**—The object of the preceding Article is to discourage tentative applications; but an inferior servant (including in that term a police officer whose pay does not exceed twenty rupees) who in the opinion of the head of his office, is fit for light work, may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only to the date of his medical certificate.

**Article 501.**—Article 499 refers only to the retention in *active* service of an officer who has furnished a medical certificate in support of an application for invalid pension or gratuity while in India. The retirement of an officer who is absent on leave other than privilege leave, when such certificate is submitted, may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

### *Superannuation Pension.*

#### Explanation

**Article 502.**—A superannuation pension is granted to an officer entitled or compelled by Rule to retire at a particular age.

**Article 503. (a)**—An officer in superior service, who has attained the age of fifty-five years, may be required to retire, unless the *Local Government* (Director-General) considers him efficient, and permits him to remain in the service. But as the premature retirement of an efficient officer imposes a needless charge on the State, this Rule should be worked with discretion. And in cases in which the rule is enforced, a statement of the reasons for enforcing it shall be placed on record by the *Local Government* or other competent authority.

**Article 504.**—An officer compelled to retire under the preceding Article, part of whose service has been Interior, is entitled to *pension* on the inferior scale on the same conditions as if he had been invalided under Article 504 and to the option allowed by Article 436.

#### Optional Retirement at Fifty-five.

**Article 508.**—An officer in superior service who has attained the age of fifty-five years may, at his option, retire from the service on a Superannuation *pension*.

***Retiring Pension.*****Explanation.**

Article 509.—A retiring pension is granted to an officer who voluntarily retires after completing qualifying superior service for thirty years or such less time as may for any special class of officers be prescribed.

**Retirement with view to re-employment.**

Appendix No. 17, page 432, Article No. 510— g re-  
from  
Substitute the following for this article:— o pay.

Article 510.—No officer, civil or military, may retire with the , may  
view of being re-employed, whether in the general service or in mains  
service paid from an *Incorporated Local Fund*, and drawing pension  
in addition to pay.

No. 2.

**Chapter XIX.—Amount of Pensions.****Amount how regulated.**

Article 512.—The amount of *pension* that may be granted is determined by length of service as set forth in Articles 518 to 526. Fractions of a year are not taken into account in the calculation of any *pension* admissible to an officer under this Part of these Regulations.

**Award of Full Pension.**

Article 514.—(a) The full pension admissible under the Rules is not to be given as a matter of course, or unless the service rendered has been really approved.

(b) If the service has not been thoroughly satisfactory, the Local Government (Director-General) should make such reduction in the amount of *pension* as it thinks proper.

NOTE.—[“The full pension admissible under the Regulations is not to be given is a matter of course, but rather to be treated as a matter of distinction.”]

**Limitations.**

Article 515.—An officer entitled to pension may not take a gratuity instead of pension.

*Amount of Superior Pension.*

## Amount admissible.

Article 518.—The amount of a *pension* is regulated by the length of service as follows:—

- (a) After a service of less than ten years a gratuity not exceeding (except in special cases, and under the orders of the Government of India) one month's emoluments for each completed year of service. If the emoluments of the officer have been reduced during the last five years of his service, otherwise than as a penalty, average emoluments may, at the discretion of the *Local Government* (Director-General), be substituted for emoluments.
- (b) After service of not less than ten years a pension not exceeding the following amounts:—

Years of completed service.	Scale of Pension.			
10	10 sixtieths of average emoluments.			
11	11	"	"	"
12	12	"	"	"
13	13	"	"	"
14	14	"	"	"
15	15	"	"	"
16	16	"	"	"
17	17	"	"	"
18	18	"	"	"
19	19	"	"	"
20	20	"	"	"
21	21	"	"	"
22	22	"	"	"
23	23	"	"	"
24	24	"	"	"
25 and above	30	"	"	"

*Amount of Inferior Pension.*

## Amount of Pension.

Article 524.—For inferior qualifying service, *pension* may be granted as follows:—

- (a) Compensation and Invalid Gratuity:
- (i) After a service of less than 5 years—*Nil*.
  - (ii) After a service of not less than 5 years, but less than 10 years—3 months' pay;
  - (iii) After a service of not less than 10 years, but less than 15 years—4 months' pay;

- (iv) After a service of not less than 15 years, but less than 20 years—5 months' pay;
- (v) After a service of not less than 20 years—6 months' pay.
- (b) Compensation and Invalid Pension: After a service of not less than 30 years—half pay not exceeding four rupees a month.

There is no superannuation or retiring *pension* for Inferior Service.

**Article 525.**—If the pay of an officer has been reduced during the last five years of his service otherwise than as a penalty, his gratuity or pension under this Section may, at the discretion of the *Local Government*, be calculated upon the average of his pay during the last five years of his service.

**Article 526.**—In special cases the Government of India grants more than half-pay, but never more than four rupees a month.

## Chapter XXI.—Re-employment of Pensioners.

### Notice of Re-employment.

**Article 564.**—The rules in this Chapter require, in certain cases, deductions to be made from the pensions or salaries of re-employed officers. Instances have been brought to notice in which such deductions were not made owing to the officers of Account having been ignorant of the fact that the re-employed officer had been granted a pension for previous service. When a person, who was formerly in Government employ, is re-employed, whether temporarily or permanently, the authority re-appointing him shall specifically state in the order of re-appointment whether he received any gratuity, bonus, or pension on retirement, and shall communicate a copy of this order to the *Audit Officer*, and, if necessary, direct that the proper deductions be made.

## PART VIII.—Record of service.

### Chapter XXXIX.—Record of Service.

#### *Non-Gazetted Officers.*

#### Service Books and Service Rolls.

**Article 876.**—With the exceptions noted below, every Non-Gazetted Officer holding a substantive appointment on a permanent establishment is required to keep up a service book in which every step in his official life should be recorded, each entry being contemporaneously attested by the head of his office. If the officer is

himself the head of an office (*e.g.*, a Sub-Postmaster), the contemporaneous attestation should be made by his immediate superior. The following are the exceptions referred to:—

(1) Non-Gazetted Officers, the particulars of whose service are recorded in the "History of Services of Gazetted and other officers" or in Service Registers maintained by the *Accountant-General*.

(5) Postmen, village postmen, runners, boatmen and coolies in the Post Office Department, and inferior servants of the Aligarh and Bombay postal presses.

Article 880.—No uniform rule can be laid down regarding the language in which service books should be written. But in an office the head of which is acquainted with English, that language should, as far as is convenient, be employed. All the headings in the service book, without exception, should be printed in both English and the Vernacular.

Article 881.—A service book is supplied, at his own cost, to every officer on his *first appointment*. It is to be kept in the custody of the head of the office in which he is serving, and transferred with him from office to office. It may be given up to the officer if he resigns or is discharged without fault, an entry being first made therein to this effect.

### Responsibility for entries.

Article 882.—It is the duty of every officer to see that his own service book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for *pension*.

Article 883—.(a) Personal certificates of character should not, unless the *Local Government* (Director-General) so directs, be entered in column 12.

(b) When, however, an officer is reduced to a lower substantive appointment, the cause of the reduction should always be briefly stated thus—"reduced for inefficiency," "reduced owing to revision of establishment," etc.

### Record of Leave.

Article 884.—Every period of suspension from employment, and every other interruption in service should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office or other attesting officer.

The head of the office should take efficient measures to see that these entries are made with regularity. The duty should not be left to the non-gazetted officer concerned.



## PART IX.—Procedure relating to leave.

### Chapter XL.—Applications for and grant of Leave.

#### *Applications for Leave.*

##### Privilege Leave.

Appendix No. 17, Article 890, page 436—

*Cancel this Article.*

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No. 124.

Appendix No. 17, Article 891, page 436—

*Insert the following as an Exception under this Article:—*

EXCEPTION.—The declaration is not required in the case of an officer who takes privilege leave in combination with other leave under Article 264A.

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No. 125.

1. Formal joining at the end of privilege leave with the intention of taking other leave within a few days, is not permitted as the other leave granted in such circumstances would practically be in continuation of the privilege leave. The principle on which this rule and the requirements of this Article should be enforced, is that no deliberate or intentional evasion of the rule should be permitted; but so long as this condition is satisfied, it is left to the discretion of the authority granting the leave to grant or refuse it, as may seem proper in each case.

#### Medical Certificates—Non-Gazetted Officers.

**Article 903.**—Application for leave or extension or commutation of leave on medical certificate must in the case of an Officer in superior service, be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is at a Presidency Town, and in all other cases, by the Officer in chief medical charge of the district where the applicant resides.

**Article 904.**—The countersigning Officer may at his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey, in which case such Officer may, after careful investigation of the case, either countersign the certificate or refuse to do so as he

thinks fit. No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office, or, if the applicant be himself the head of his office, without immediate report to the head of his department.

**Article 905.**—(a) If the leave be for more than six months, the papers must, in the case of an Officer in superior service, be submitted for countersignature by the Administrative Medical Officer of the Province to which he belongs.

(b) It is not necessary that the applicant for leave should appear in person before the Administrative Medical Officer, unless that officer call upon him so to appear. The Administrative Medical Officer should only call upon an applicant from a distant station to appear for very special reasons.

1. In the case of an officer who is granted leave on medical certificate for three months and who subsequently applies for an extension which, if granted, would have the effect of making the entire period of leave more than six months, it is necessary that the application for extension should be supported by a medical certificate countersigned by the Administrative Medical Officer.

### *Grant of Leave.*

#### **General Rules.**

**Article 908.**—Leave may be granted with retrospective effect from the date on which it is admissible.

**Article 909.**—Unless specially otherwise ordered, leave must begin within thirty-five days of the date on which it is granted.

## **PART X.—Procedure relating to pensions.**

### **Chapter XLIII.—Applications for and Grants of Pensions.**

#### *Applications.*

##### **Non-Gazetted Officers—Preliminary Verification.**

**Article 988.**—(a) An applicant for pension, not being a Gazetted Officer, should submit to the authority whose duty it would be to fill up his appointment, if vacant, his service book, and a statement of the following particulars :—

1. The date, by the Christian era, on which the applicant was born.
2. List of appointments, substantive and acting, held during the service for which pension is claimed, showing, when any appointment was only an acting one, what substantive appointment was held at the same time. The dates

of beginning and ending of each appointment should be stated, and the pay and acting allowance drawn in each.

3. Dates of beginning and ending of each period of leave.
4. An explanation of each interruption in service.

(b) An officer may submit this statement even though he has not ceased to be borne on the establishment, provided that, before it is sent to the *Audit Officer*, it is supported by a certificate from the Authority receiving it that the officer is likely, within six months, to retire from the public service.

(c) This provision is intended to obviate delay in the verification of service; and it is not to be understood as justifying the preparation of the formal application in the Form prescribed in Article 990 before the officer has actually retired.

**Article 989.**—The Authority receiving the statement should then, in communication with the Account and Audit Department, verify the services claimed according to the following procedure:—

(a) If the service has been wholly or in part inferior (regarding which service the records of the Audit Offices are sometimes incomplete), he should first gather from official records and other sources all the information procurable. In respect to superior service, it will be sufficient to gather, in the first place, only such information as is easily procurable.

(b) The information thus received should then be forwarded to the *Audit Officer* concerned for information as to whether his office records bear out the applicant's statements.

(c) If there be any discrepancy, the *Audit Officer* will detail the nature of such discrepancy; for instance, that the post which the applicant states that he filled during a certain period is shown by the Audit Office registers to have been filled by another man.

(d) If the service claimed cannot be wholly verified from the records of the Audit Offices, reference must be made to the Head of the Office in which the applicant states that he served during the period in doubt.

(e) If it be found impossible to verify the service otherwise, the officer receiving the application should take the statement in writing of the applicant on plain paper, and should also collect such collateral evidence as may be procurable; for instance, certificates, such as those given by an officer to a subordinate on his leaving an office, and the testimony of contemporary servants.

**Article 989A.**—In the case of a gazetted officer, part of whose service has been rendered in non-gazetted appointments, the ungazetted portion of his service should be similarly verified. The statement mentioned in Article 988(a) may, however, be sent to the *Audit Officer* direct or through the head of the department.

#### **Non-Gazetted Officers—Formal Application.**

**Article 990.**—After completing the verification in the manner prescribed in the preceding Article, the Authority receiving the statement of services should draw up the application in Form No. 15, and arrange with it all the documents relied upon for verification of the service claimed, in such manner that they can be conveniently consulted, and then forward it, together with the officer's service book, through his official superiors to the *Audit Officer* for submission to the *Local Government* (Director-General). If an applicant for pension (not gratuity) is no longer in active service, a last-pay certificate should be attached to the application, except when he retires from the service while on leave in England and desires to draw his pension in England.

## **PART XI.—Regulations relating to Travelling Allowances.**

### **Chapter XLVII.—Definitions and General Rules.**

#### **Route for calculation of Travelling Allowance.**

**Article 1088.**—(a) For the purpose of calculating Travelling Allowance, a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

(c) If an officer travels by a route which is not the shortest, but which is cheaper than the shortest, his Travelling Allowance is calculated by the route by which he makes the journey.

#### **General Classification.**

**Article 1096.**—For the purposes of this Part of the Regulations "Officers" are divided into four classes:—

*First.*—The first class includes Members of the *Indian Civil Service*, Personal Assistants to Postmasters General, Superintendents of Post Offices, ~~Examiners of Post Offices~~, and any other officer,

Appendix No. 17, Article 1096, page 439—

line 5: cancel the words Examiners of Post Offices

*Second.*—The second class includes Probationary and Assistant Superintendents of the Post Office, and any other officer, not included in the first class, who holds an appointment, the pay or the maximum pay of which exceeds R100.

*Third.*—The third class includes all officers in superior service not included in the first or second classes.

*Fourth.*—The fourth class includes all officers in inferior service.

**Article 1100.**—An Officer during transfer from an appointment in one class to an appointment in another class belongs to the class to which he would belong if holding the lower of the two appointments.

## Chapter XLVIII.—Mileage Allowances.

### *Travelling by Railway.*

#### Class Accommodation.

**Article 1105.**—Officers travelling by railway on the Public Service are entitled to class accommodation according to the following scale :—

(a) *Officers of the First Class.*—First, or, where there are only two classes, upper class.

(b) *Officers of the Second Class.*—Second, or, where there are only two classes apart from the intermediate, upper class.

(c) *Officers of the Third Class*—Intermediate class, or if there be in the train by which he is required to travel no accommodation intermediate between the second and the lowest class, then—

(i) where there are only two classes,—lower class ;

(ii) where there are three classes—

(1) if the officer's pay is not less than R50, second class ;

(2) otherwise, third class.

(d) *Officers of the Fourth Class.*—Lowest class, whether called lower, third, or fourth.

**NOTE.**—[On the Darjeeling-Himalayan Railway all officers of the third class are entitled only to third class accommodation.]

#### Ordinary Allowance.

**Article 1107.**—(a) The allowance admissible to an Officer of the first, second, or third class for journeys by railway, is double the fare of the class in which he is entitled to accommodation.

(b) An Officer of the fourth class draws as Travelling Allowance the fare of the class in which he is entitled to accommodation.

**Article 1107A.**—When an Officer is entitled to or is allowed free transit by rail, his travelling allowance must, save as otherwise provided in Articles 1171, 1172 and 1173, be reduced by the amount of the fare which but for such free transit he would have paid.

NOTE.—[The deduction made from travelling allowance under this Article shall ordinarily be for the full number of fares covered by the pass, that is, as the rules in the Appendix 18 now stand, in the case of a first class pass, one first and two third class fares, and in case of a second class pass, one second and one third class fare. If the deduction made on any bill is less, the officer drawing the bill must attach a certificate that he did not use the pass in respect to the fare or fares for which the deduction is not made.]

### *Travelling by Sea or River.*

#### **Scale of Accommodation.**

**Article 1110.**—The allowance admissible to an officer when travelling by sea or in a river steamer, is either free accommodation on the undermentioned scale, or the amount of passage-money actually paid for accommodation on that scale:—

(a) *Officer of the First Class.*—First class accommodation for himself, and lowest class accommodation for two or (if the Officer's salary is not less than R1,000) three servants.

(b) *Officer of the Second or Third Class.*—Middle or second class accommodation for himself, and lowest class accommodation for one servant.

(1) If there are only two classes of accommodation in a steamer, an Officer of the second class is entitled to accommodation by the higher of the two classes, and an Officer of the third class to accommodation by the lower of the two. If there are four classes of accommodation, an Officer of the second class is entitled to second class accommodation and an Officer of the third class to third class accommodation.

(c) *Officer of the Fourth Class.*—Lowest class accommodation.

#### **Table-money.**

**Article 1115.**—If board is provided on the vessel either by its owners or its Commander or otherwise, the charge for such board, whether actually included in the passage-money or not, is reckoned as passage-money for the purpose of Article 1110, but in that case table-money is recovered from an Officer of the first class (other than a *Native of India*, hindered by caste or other scruples from availing himself of the board so provided) at the following rates for every day on which dinner is provided for him on board:—

(i) If the board includes wines and liquors, three-twentieths of salary up to a maximum of R8.

- (ii) If the board does not include wines and liquors, three-fortieths of salary up to a maximum of R4.

**Article 1116.**—If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an Officer of the second, third, or fourth class is entitled to table-money for every day on which he dines on board—

- (i) at the rate of daily allowance prescribed in Article 1167, subject to a minimum of four annas for himself, and for each member of his family for whom passage-money is admissible and who is not less than six years of age; and
- (ii) at half such rate for each such member of his family who is less than six years of age.

**EXPLANATION.**—Table-money is not recovered from an Officer of the second, third, or fourth class in the case mentioned in Article 1115, nor paid to an Officer of the first class in the case mentioned in Article 1116.

### *Travelling by Road.*

#### **Ordinary Mileage Rates.**

**Article 1127.**—For journeys by road, mileage allowance is calculated at the following rates:—

Officers of the 1st class	.	.	.	.	8 annas.
" " 2nd "	.	.	.	.	4 "
" " 3rd "	.	.	.	.	2 "
" " 4th "	.	.	.	.	1 "

provided that (except in cases of transfer) a Non-Gazetted Ministerial or a Menial Officer is only entitled to *actual travelling expenses* not exceeding the rate for his class. [*See Rule 1 under Article 1170 (ii).*]

**Article 1128.**—In calculating Travelling Allowance at mileage rates, fractions of a mile should be omitted, but only in the total of a bill for any one journey, and not in the various items which make up the bill.

## **Chapter XLIX.—Travelling Allowances for Journeys on Tour.**

### *Daily Allowances—Conditions.*

#### **Conditions of Grant.**

**Article 1154.**—(a) A daily allowance is intended to cover the ordinary daily charges of an Officer on tour; it is drawn only during absence from head-quarters on duty, including the period of halts on duty, or on an authorized holiday, during such absence.

**Beginning and End of Tour.**

**Article 1155.**—The period of absence from head-quarters begins on the *day* on which the Officer actually leaves head-quarters, and ends on the *day* on which he returns to them. It is not reckoned by the departure or return of his *Camp equipage*.

**Minimum Limit of Distance.**

**Article 1157.**—No Travelling Allowance, other than a permanent monthly allowance, is admissible for any *day* on which an Officer does not reach a distance exceeding five miles from head-quarters, or return thereto from a distance exceeding five miles. But an Officer travelling on duty within five miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

**Daily Allowances—Rates.****Ordinary Rates**

**Article 1167.**—An Officer of the first, second, or third class is entitled to a daily allowance as shown below :—

**Postal Officers of the 1st Class.**

	Rate of Daily Allowance,
	R. a. p.
The Director-General . . . . .	10 0 0
Deputy or Assistant Director-General . . . . .	6 0 0
Postmaster-General, Inspector-General, Railway Mail Service, or Deputy Postmaster-General . . . . .	6 0 0
Superintendents, including those employed in the Directorate or as Personal Assistants to Postmasters-General . . . . .	4 0 0

NOTE.—[The Superintendent of Post Offices, Kumaon Division, draws R6 a day when travelling in the hills.]

**Postal Officers of the 2nd and 3rd Classes.**

Assistant or Probationary Superintendent . . . . .	3 0 0
Inspector . . . . .	2 0 0

~~Inspector of the 3rd grade in the Madras Presidency . . . . .~~

Appendix No. 17, Article 1167, page 443—

daily

*Under the head 'Postal Officers of the 2nd and 3rd Classes' omit—*

Inspector of the 3rd grade in the Madras Presidency . 1 8 0

5 or  
the  
R3.

No. 67.





### Beginning and End of Tour.

**Article 1155.**—The period of absence from head-quarters begins on the *day* on which the Officer actually leaves head-quarters, and ends on the *day* on which he returns to them. It is not reckoned by the departure or return of his *Camp equipage*.

### Minimum Limit of Distance.

**Article 1157.**—No Travelling Allowance, other than a permanent monthly allowance, is admissible for any *day* on which an Officer does not reach a distance exceeding five miles from head-quarters, or return thereto from a distance exceeding five miles. But an Officer travelling on duty within five miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

### Daily Allowances—Rates.

#### Ordinary Rates

**Article 1167.**—An Officer of the first, second, or third class is entitled to a daily allowance as shown below :—

#### Postal Officers of the 1st Class.

	Rate of Daily Allowance,
	R. a. p.
The Director-General . . . . .	10 0 0
Deputy or Assistant Director-General . . . . .	6 0 0
Postmaster-General, Inspector-General, Railway Mail Service, or Deputy Postmaster-General . . . . .	6 0 0
Superintendents, including those employed in the Directorate or as Personal Assistants to Postmasters-General . . . . .	4 0 0

**NOTE.**—[The Superintendent of Post Offices, Kumaon Division, draws R6 a day when travelling in the hills.]

#### Postal Officers of the 2nd and 3rd Classes.

Assistant or Probationary Superintendent . . . . .	3 0 0
Inspector . . . . .	2 0 0

~~Inspector of the 2nd grade in the Madras Presidency . . . . .~~

An officer not mentioned in the foregoing list is entitled to a daily allowance as follows :—

- (i) An officer of the first class, R5.
- (ii) An officer of the second class, four annas for every R25 or fraction of R25 of the *pay* or maximum *pay* of the appointment which he holds, subject to a maximum of R3.

ppendix No. 17, Article 1170, page 141 -

Clause (ii), line 3: for the words *that or public conveyance*  
substitute '~~the~~ public or hired conveyance'

thinks fit to impose, permit any officer or class of officers to draw allowances admissible under Chapter XLVIII for the whole period of any absence from head-quarters on condition that no daily allowance is drawn for such period if it considers that their duty is such that the daily allowance is not sufficient to cover travelling expenses.

NOTE.—Only Articles 1105, 1107, 1110, 1115, 1116, 1127, and 1128, which are quoted in this compilation, affect Postal Officers.

### Postal (Mail) Officers.

**Article 1172.**—Superintendents and Assistant Superintendents, Railway Mail Service, for journeys by railway, and Superintendents of Mail Carts for journeys by postal conveyance within the limits of the railways and lines to which they are attached, are entitled only to free conveyance, and to their daily allowance for any *day* on which they are absent from their head-quarters for not less than six consecutive hours.

NOTE.—[Superintendents and Assistant Superintendents, Railway Mail Service, when on deputation beyond the limits of the railways and lines to which they are attached and those not attached to any railways or lines, are entitled to special daily allowances at the following rates —

Superintendents . . . . R6 a day of not less than six consecutive hours.

Assistant Superintendents . . . R4 Ditto ditto.

2 —In case of transfer, the officers mentioned in this Article are entitled to travelling allowance under Article 1107A.]

**Article 1173.**—Superintendents and Assistant Superintendents, Railway Mail Service, may also draw daily allowance, if they are absent from head-quarters for a continuous period of six hours, forming part of one *day* and part of the next; provided that if further daily allowance on account of any other journeys is earned under the preceding Article on both the *days*, it shall be drawn for only one of the two *days*.

### Other Special Cases.

**Article 1176.**—(a) An Inspector, Postal Department, may not exchange his daily allowance for mileage, but when travelling by rail he draws single fare of his class and single lowest class fare for one servant (if actually paid) in addition to his daily allowance.

## Chapter L.—Other Journeys.

### *Joining First Appointment.*

#### Allowances when admissible.

**Article 1191.**—(c) Travelling allowance for joining an appointment in the Postal Department may be granted under the special

- (iii) An officer of the third class, two annas for every  $\text{R}12\frac{1}{2}$  or fraction of  $\text{R}12\frac{1}{2}$  of the *pay* or maximum *pay* of the appointment which he holds, subject to a minimum of six annas in the Bombay Presidency, or four annas elsewhere.
- (iv) An officer of the fourth class, two annas if his *pay* exceed  $\text{R}8$ , and one anna if his *pay* is  $\text{R}8$  or less.

### ***Mileage in Lieu of Daily Allowances.***

#### **When Daily Allowances are exchangeable.**

**Article 1170.**—An officer may for any day draw in lieu of his daily allowance—

- (i) if he travels by railway or steamer or both, the allowances admissible under Chapter XLVIII, Articles 1105 to 1109, or Articles 1110 to 1125, or both, as the case may be.
- (ii) if he travels more than twenty miles by road, or if, being a Non-Gazetted Ministerial or a Menial Officer, he travels by ~~boat or~~ *public conveyance* under a certificate from the head of the office that he was required so to do, the allowances admissible under Chapter XLVIII;

1. Under this clause a Non-Gazetted Ministerial or a Menial Officer is only entitled to actual expenses within the limit of the mileage rate admissible for his class. Such actual expenses are also subject to any further restriction which the *Local Government* may prescribe e.g., a *Local Government* may absolutely prohibit the exchange of daily allowance for mileage either for any class of officers or in any specified tract.

**NOTE**—It has been decided by the Director-General that no fourth class officer in the Post Office can, for a journey by road, exchange his daily allowance for mileage, when the means of locomotion are provided either at the expense of the State or of local funds or by the Superior with whom he may be travelling (Circular No. 75, dated 25th February 1890).

- (iii) if he travels partly by road and partly by rail or steamer, or both—

- (1) in respect of the road journey, the allowances admissible under Chapter XLVIII, Articles 1126 to 1131, limited unless the conditions of clause (ii) of this Article are fulfilled, to the amount of the daily allowance;
- (2) in respect of the journey by railway or steamer, the allowances admissible under Chapter XLVII, Article 1092, or Chapter XLVIII, Articles 1105 to 1109 or Articles 1110 to 1125, or both, as the case may be.

**Article 1170A.**—In the case of officers whose salary does not exceed  $\text{R}200$  a month the Local Government (Director-General) may, by general or special order, and subject to such conditions as it (he)



orders of the Director-General to a person newly appointed to that department to fill a temporary vacancy or vacancy in another Province in which no suitable person is procurable locally.

### *Journeys on Transfer.*

#### General Rules.

**Article 1203.**—An Officer in superior service is entitled to Traveling Allowance at the rates prescribed in Chapter XLVIII for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to *pay* or *salary* during the time occupied in such journey.

#### Families of Subordinates for Journeys by Sea or River Steamer.

**Article 1204**—(*iv*). An Officer of the second or third class whose pay is less than R200, is, in case of transfer, entitled to free passage or refund of passage-money for each member of his family actually travelling with him, at the rates admissible for himself or at half those rates, according as, by the rules of the vessel, full or half passage-money is payable for such member.

#### Transfers of Subordinates.

**Article 1205.**—A non-gazetted Officer, whose salary after transfer does not exceed R400 a month, is, however, entitled to travelling allowance as follows :—

Provided that the transfer is to a station more than 200 miles distant by the ordinary route, and is made for a period exceeding three months.

(a) For a journey by steamer or railway, to the fares actually paid for the Officer himself, his *family*, and servants, subject to the following limits :—

- (i) For himself and *family*—four full fares of the class of accommodation to which he is ordinarily entitled.
- (ii) For servants—three full fares of the lowest class.

Also to the actual cost of carriage by cargo steamer or goods train of personal effects within limits of the following scale :—

Salary of Officer.	Weight of luggage. Maunds.
R100 or less . . . . .	5
More than R100, but not more than R200 . . . . .	8
More than R200 . . . . .	12

(b) For a journey by road, to the actual charges of locomotion for himself, his *family*, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled; and the actual cost of carriage of personal effects within the scale given in the preceding clause.

(c) If any member of the Officer's *family* is prevented by good and sufficient cause from actually travelling with him, his or her journey may be charged for within these limits, provided he or she follows the officer within a period of two months after the date of his transfer or precedes him by a period not exceeding one month.

NOTE.—[Every Officer proposing to draw travelling allowance under this Article shall, before presenting his claim, submit a detailed statement explanatory of the charges incurred upon the journey to the Officer to whose office he is transferred, who shall, after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.]

No charges incurred in excess of the amount thus passed should be admitted by the audit officer who should require vouchers for actual expenses except, in respect of steamer and railway journeys for which the officer's certificate will suffice. Heads of offices are held responsible that no unnecessary or excessive charges are allowed under this Article.]

### When Appointment is changed.

**Article 1212.**—An Officer whose appointment is changed while he is in transit from one appointment to another is entitled to travelling allowance from his old station to the place (on the route to the first station to which he was proceeding) at which he receives his further orders and thence to his new station.

### When Leave intervenes.

**Article 1213.**—An Officer is entitled to travelling allowance under this Section if, after giving over charge of his office, he takes privilege or examination leave before joining his new office.

**Article 1214.**—The Travelling Allowance of an Officer transferred during Privilege or Examination Leave will be calculated from his old station, or from the place where he receives the order of transfer whichever calculation would entitle him to the less Travelling Allowance.

**Article 1215.**—An Officer who, while in transit, obtains furlough on medical certificate, is entitled to Travelling Allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

### Officer in Inferior Service.

**Article 1218.**—(a) Inferior servants in the Postal Department, when transferred from one station to another, may be granted travelling allowance.



*Application for pension.—Form No. 15 (Pension)—(Four pages).  
Referred to in Articles 990 to 994 and 1019.*

## [ FIRST PAGE.]

## APPLICATION FOR PENSION OR GRATUITY.

1. Name of applicant.
2. Father's name.
3. Race, sect, and caste.
4. Residence showing village and pergunnah.
5. Present or last employment, including name of establishment.
6. Date of beginning  
of service . . . . . 1st May 1851.
7. Date of ending of  
service . . . . . 30th June 1871.

Y. M. D.

- |  |           |    |      |
|--|-----------|----|------|
| 8. Length of service including interruptions | . 20      | 2  | 0    |
| of which superior                            | . . . . . | 17 | 2 10 |
| Inferior                                     | . . . . . | 1  | 5 0  |
| Non-qualifying and interruptions             | . . . . . | 1  | 6 20 |

9. Class of pension or gratuity applied for and cause of application.\*
10. [Average] emoluments or pay.
11. Proposed pension.
12. Proposed gratuity.
13. Date from which pension is to commence
14. Place of payment.
15. Date of applicant's birth by Christian era.†
16. Height.
17. Marks.
18. Date.

\* If the application is for a compensation pension or gratuity, the nature of the change of establishment which has given rise to the claim should be fully stated.

† (If not known exactly, must be stated on the best information or estimate.)

*Signature of Head of Office.*

*Application for pension.—Form No. 15 (Pension)—continued.*  
[SECOND PAGE.]

HISTORY OF SERVICE (SHOWING INTERRUPTION) OF									
Establishment.	Appointment.	Pay.	Acting allow.	Date of beginning.	Date of ending.	Period received as service.	Period not received as service.	Remarks.	How verified.
Collector of Hooghly.	Muhorir . . .	10	...	1st May 1851 .	15th August 1851 .	Y.M.D. ... ..	Y.M.D. 0 3 15	Inferior grade .	By Accountant General, Bengal—See Enclosure A.
Ditto . . .	Ditto . . .	15	...	16th August 1851	30th September 1852.	... ..	1 1 15	Under 20 years of age.	
Ditto . . .	Ditto . . .	15	...	1st October 1852	7th May 1856 .	... ..	... ..	...	
On sick leave	Ditto . . .	...	...	8th May 1856 .	7th November 1856.	... ..	0 6 0	...	
Ditto . . .	Ditto . . .	15	...	8th November 1856.	15th January, 1859	2 2 8	... ..	...	By Comptroller, Post Office—See Enclosure B.
Out of employ	Ditto . . .	...	...	16th January 1859	17th January, 1859	... ..	0 0 2	Resigned to join new appointment.	
Post Office, Burdwan.	Deputy Postmaster	25	...	18th January 1859	11th July 1865 .	6 5 24	... ..	...	
Under suspension .	Ditto . . .	...	...	12th July 1865 .	1st September 1865.	... ..	0 1 21	Suspension adjudged as a penalty.	
Ditto . . .	Deputy Postmaster	25	...	2nd September 1865.	3rd March 1868 .	2 6 2	... ..	...	By Accountant General, Bengal—See Enclosure.
Ditto . . .	ditto	25	10	4th March 1868 .	3rd December 1869.	1 9 0	... ..	...	
Out of employ in consequence of abolition of appointment.	Officiating Postmaster	...	...	4th December 1869.	1st November 1870	... ..	0 10 29	...	
Judge of Nuddea.	Clerk . . .	40	...	2nd November 1870.	30th June 1871 .	0 7 29	... ..	...	
Total period of superior service.						17 2 10			

HISTORY OF SERVICE (SHOWING INTERRUPTION) OF

---

*Application for pension.—Form No. 15 (Pension)—continued.*

[THIRD PAGE.]

REMARKS BY HEAD OFFICE.

1. As to character and past conduct of applicant.
2. Explanation of any suspension or degradation.
3. Regarding any gratuity or pension already received by applicant.
4. Explanation under Article 469 so far as the Head of the office can give it.
5. Any other remarks.
6. Specific opinion of Head of Office whether the service claimed is established and should be admitted or not.

*Signature.*

**Certificate and Report of the *Audit officer.***

Certified that (subject to the remarks below recorded) qualifying service in (*inferior or superior*) grades has been duly proved for—years—months—days; and that a (*pension or gratuity*) not exceeding R— is admissible under Article— of the Civil Service Regulations. The calculations have been duly verified. The (*pension or gratuity*) is chargeable to (*here specify whether to General Revenues or to what Fund.*)

*Audit Officer.*

— — —

---

*Application for pension.—Form No. 15 (Pension —continued.*

---

[FOURTH PAGE.]

APPLICATION FOR PENSION OR  
GRATUITY.

Date of application.

Name of Applicant.

Last Appointment.

Class of Pension or Gratuity.

Amount of Pension sanctioned.

Amount of Gratuity sanctioned

Date of commencement.

Date of sanction.

.

..

.

,

..

Appendix No. 18, Classified Index, page 453—

*Under head* ACCOUNTS *insert the following:—*

Instructions for the prompt adjustment of items held under  
objection.

125

No. 150.

Appendix No. 18, Classified Index, page 453—

*Under head* BOOKS OF REFERENCE OR PROCEDURE *insert the  
following:—*

Distribution of publications and printed works issued from the  
Director-General's office.

118, 119

No. 11.

.

..

## APPENDIX No. 18.

### STANDING ORDERS OF THE DIRECTOR-GENERAL OF THE POST OFFICE, BEING A REPRINT OF HIS EXTANT CIRCULARS AND GENERAL ORDERS.

#### CLASSIFIED INDEX.

*(For Alphabetical Index, see end of this Appendix.)*

SUBJECT.	Standing Order No.
<b>ACCOUNTS—</b>	
Payment to be made down to pies in discharging claims against Government.	6
Economy in public expenditure . . . . .	74
Supervising officer's responsibilities in connection with sub-office balances.	76
• •	
<b>APPEALS, MEMORIALS AND PETITIONS—</b>	
Submission of petitions and memorials to the Houses of Parliament.	44
Submission of petitions to the Government of India . . .	46
Disposal by the heads of circles of petitions and appeals transferred to them by the Director General.	82
<b>APPOINTMENTS, PROMOTIONS, ETC.—</b>	
Principle determining seniority of officers whose appointments in a given grade date from the same date.	15
Men knowing telegraphy to be given preference in filling up vacancies in post offices.	22
Principles regulating promotions and reversions of superintendents	48
Reversion of superintendents from acting vacancies .	50
Employment of military Native pensioners in civil capacities	55, 65
Training of military Native non-commissioned officers and men for postal employment.	61
Grading of postmasters in minor postal circles . . . .	73
Grading and promotion of superintendents . . . . .	93
Transfers of officials to fill temporary vacancies, to be avoided.	98
<b>BOOKS OF REFERENCE OR PROCEDURE—</b>	
Prohibition against purchase of books otherwise than through the Secretary of State not applicable to second-hand books.	2
Supply of Army Lists to post offices at cantonment stations .	7
Payment of subscription to L'Union Postale . . . . .	43
Supply of Indian Postal Guide and other official publications to Government Departments.	70
<b>BUILDINGS—</b>	
Hired buildings occupied as post offices . . . . .	56



Appendix No. 18, Classified Index, page 454

*Under head CONDUCT AND DISCIPLINE insert the following:*

Communication of postal officers with the public in  
or defence of postal official conduct

Appendix No 18, classified Index page 454

*Under head DELIVERY insert the following:*  
Proper delivery of trade circulars posted by mail

Appendix No. 18, Classified Index, page 454--

*Under head ESTABLISHMENTS insert the following:*

No specific duties to be assigned to stationers, and the number of stationers in each division to be sufficient for at least one day's work of vacancies.

Appendix No. 18, Classified Index, page 455--

*Under head MISCELLANEOUS insert the following:*

Conditions under which publishers of Indian Director may be allowed to utilise the services of postmen in the collection of information for such publications

Appendix No. 18, Classified Index, page 455--

*Under head MONEY ORDERS insert the following:—*

For prompt disposal of enquiries and complaints in connection with money orders.

Appendix No. 18, Classified Index, page 455—

*Introduce the new head FOREIGN SERVICE in its proper alphabetical place and insert below it the following:—*

Explanation of the rules regulating transfers of Government officers to Foreign Service	116
	No. 9.

Appendix No. 18, Classified Index, page 455—

*Under head LEGAL insert the following:—*

Judgments of acquittal and orders of discharge to be supplied free of charge on the application of the head of a department.	120
	No. 12.

Appendix No. 18, Classified Index, page 455—

*Under head PARCELS insert the following:—*

Conditions as to posting of parcels at post offices within plague-infected areas.	122
	No. 127

Appendix No. 18, Classified Index, page 454—

*Under head CONTINGENT CHARGES strike out the following entries:—*

Supply of punkha, and entertainment of punkhawallahs in superintendents' offices
Entertainment of punkhawallahs in offices of superintendents when on tour

Classified Index, page 455—

SUBJECT.	Standing Order No.
<b>CONDUCT AND DISCIPLINE—</b>	
Appointment of public officers as arbitrators . . . . .	1
Acceptance of presents by Government servants from the Native Chiefs and others.	5
Sale of property by Government officials to natives . . . . .	12, 13
Pecuniary arrangements between Government servants in connection with the resignation of appointments	21
Connection of Government officials with the Press . . . . .	25, 64
Application by the Local and the Municipal Boards for pecuniary contributions towards public objects from the Native Chiefs.	37, 39
Acceptance of addresses and testimonials by Government officials and their attendance at complimentary entertainments and public meetings	110
Attitude of Government officers towards political agitations	47
Vindication by Government officers of their public character and conduct.	49
Prohibition against shooting sacred animals in certain localities	87
Prohibition against public officers taking loans from persons subject to their official authority.	97
Public criticisms of Government policy by Government servants	114
<b>CONTINGENT CHARGES—</b>	
Discount of short-weight coins to be sanctioned as contingent charge.	27
Supply of punkhas to post offices . . . . .	71
Supply of punkhas and entertainment of punkhawallahs in superintendents' offices.	81
Entertainment of punkhawallahs in offices of superintendents when on tour.	92
<b>CORRESPONDENCE AND RETURNS—</b>	
Instructions regarding correspondence addressed to the Director-General.	32
Combined offices to send to the Directorate monthly abstract of register of sent messages.	78
<b>DELIVERY—</b>	
Improvement of rural delivery . . . . .	68
<b>ESTABLISHMENTS—</b>	
Establishment of a post office to be considered as a whole in proposition statements for increased establishment.	72
<b>EXTRA-DEPARTMENTAL POST OFFICES AND AGENTS—</b>	
Employment of bunniahs, borahs and other shopkeepers as postmasters.	9
Employment of station masters as postmasters . . . . .	36
<b>FOREIGN MAILS—</b>	
Instructions regarding re-direction of articles from French settlements in India.	35
Exemption from customs duty of articles received by foreign post and addressed to certain ruling Native Chiefs.	88
Outward foreign parcels not to be sent by the foreign mail from Calcutta to Bombay <i>via</i> Jubbulpore on outward foreign mail day.	96

SUBJECT.	Standing Order No.
Outward foreign money orders for which Bombay is the office of exchange, not to be sent by the Calcutta-Bombay mail <i>vid</i> Jubbulpore on outward foreign mail day.	99
Disposal of letters for homeward-bound passengers by the P. and O. foreign mail steamers.	104
Non-dutiable articles likely to be imported into India by the foreign letter post.	112
<b>FORMS AND BOOKS—</b> Postal service post cards to be supplied to the Telegraph Department on indents.	24
<b>LEGAL—</b> Execution of deeds, contracts and other legal instruments by postal officers.	80
<b>MEDICAL—</b> Application by Government officers for free medical attendance, to show their official designation. Rights of Government clerks to medical attendance and medicines. Title of Government officers to medical attendance . . .	4 26 30
<b>MISCELLANEOUS —</b> Printing by private presses . . . Cutting or breaking of coin under Indian Coinage Act . . . <del>Postal officers empowered to issue passes and tickets for Railways</del> Killing or wounding of civil officers by fanatics, to be reported by telegraph.	14 17 <del>24</del> 95
<b>MONEY ORDERS —</b> Payment by means of countersigned bills of the value of money orders drawn by the Educational Department in favor of pupils. Remittance by money or 'er of Forest revenue to treasuries and advances to disbursers.	42 83
<b>NATIVE STATES—</b> Exemption from customs duty of articles received by foreign post and addressed to certain ruling Native Chiefs. Treatment of postcards issued by Holkar State passing through the Imperial Post.	83 90
<b>PARCELS—</b> Smuggling of opium into Burma through the post . . . Packing of human and other viscera for transmission by post . Special procedure in respect of parcels for the Hyderabad State Liability of sender of ordinary parcel for damage or loss caused by such parcel to insured parcels. Collection of customs duty on book parcels received through the P. and O. S N. Company. Recovery of deficient postage or other postal fees in respect of prepaid parcels and v. p unregistered articles.	53 54 58 77 84 108

Appendix No. 18, Classified Index, p. 450

*Under head PAY AND RETIREMENT BENEFITS, the following are included:*

State 120.

N 211

Appendix No. 18, Classified Index, p. 450

*Under head SWINE BREEDING, the following are included:*

Proprietor of Retiree's Pension from standing in the Pension Fund, p. 450

N 1

Appendix No. 18, Classified Index, page 457—

*Under head TELEGRAPHS AND COMBINED OFFICES insert the following:—*

Care to be taken in classifying telegrams on postal service | 1194  
No 69

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Appendix No. 18, Classified Index, page 457—

*Under the head TRAVELLING ALLOWANCES insert the following:—*

When road mileage may be drawn by postal officials to  
and from a railway station. | 1  
No. 128

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SUBJECT.	Standing Order No.
<b>PAY AND ALLOWANCES—</b>	
Government officers entitled to Presidency house rent forfeit the same when residing in a public building.	16, 18, 19, 20
Grant of Moonshee allowance to European superintendents .	31
Government claims against Government officers take precedence over attachments of pay.	59
Attachment of privilege leave allowances . . . . .	60
Exchange compensation allowance to be included in estimated cost of new or revised establishment.	82
Allowances to postmen and others working as telegraph messengers to be treated as pay.	94
Applications for continuance of temporary appointments or allowances requiring Secretary of State's sanction.	100
<b>POSTAGE AND OTHER STAMPS —</b>	
Postmasters authorised to act as licensed stamp vendors for non-judicial stamps.	10
Postage stamps of highest denomination to be used in payment of charges on telegrams.	34
Special commission on sale of large-sized registration envelopes	62, 69
Postage stamps and envelopes defectively gummed . . . .	91
<b>POSTAL INSURANCE FUND —</b>	
Testamentary power of Hindus and Mahomedans over life . policies by will.	38
<b>REGISTERED ARTICLES—</b>	
Compulsory registration not applicable to pay orders issued by Military Pay Department.	63
<b>SAVINGS BANK—</b>	
Rights of soldiers who are savings bank depositors not controlled by their commanding officers.	29
Limit of withdrawals from public and regimental savings banks accounts.	79
Withdrawals in excess of limit from public accounts in post office savings bank.	89
Withdrawals without notice from public savings bank accounts in excess of prescribed limit.	102
Withdrawals from Regimental and other conjoint savings bank accounts.	103
Withdrawals from public savings bank accounts after due notice not to be taken into account in calculating prescribed limit.	106
<b>SECURITY—</b>	
Promissory notes with doubtful endorsements tendered as security to be sent to the Public Debt office for renewal.	3
<b>STAMPS AND SEALS—</b>	
Stamping on British postal orders issued in India, to be distinct and legible.	107
<b>STOCK AND STATIONERY—</b>	
Supply of articles of jail manufacture to Government Departments.	40
Preparation of indents for carbonic paper and eyelets for combined offices.	45
Chubb's locks to be obtained through Stationery office . . .	66

SUBJECT.	Standing Order No.
Economy in use of official covers . . . . . Use of jute bags by the Railway Mail Service . . . . .	67 111
<b>SUPERVISING OFFICERS—</b>	
Control and supervision of inspector's work and tours . . . .	75
<b>TELEGRAPHS AND COMBINED OFFICES—</b>	
Men knowing telegraphy to be given preference in filling up vacancies in post offices.	22
Grant of leave to postal employes attending telegraph training class.	23
Postal service post cards to be supplied to the Telegraph Depart- ment on indent.	24
Postal clerks to be encouraged to learn telegraphy . . . . .	28
Disconnection of telegraph instruments for practice signalling, prohibited.	33
Postage stamps of highest denomination to be used in payment of charges on telegrams	34
Telegrams to be enclosed in eyeletted envelopes . . . . .	41
Preparation of indents for carbonic paper and eyelets for com- bined offices.	45
Postal reserve signallers to keep up knowledge and practice of signalling.	52
Acceptance of bearing press messages at combined offices . . .	57
Combined offices to send to the Directorate monthly abstract of register of sent messages.	78
Disposal of complaints and enquiries relating to telegrams . .	100
Applications for refund on unused reply-paid telegram passes, not to be sent on postal service.	101
Addresses in telegrams to be sufficiently complete to ensure delivery.	105
Complaints, enquiries and references concerning telegrams transferred by postal officials to the Telegraph Department.	109
<b>TRAVELLING ALLOWANCES—</b>	
Travelling allowances on account of horses and camp equipage	85
<b>UNIFORMS—</b>	
Prohibition against supply of uniforms to runners . . . . .	8



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## Appendix No. 18.

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### STANDING ORDERS OF THE DIRECTOR GENERAL OF THE POST OFFICE, BEING A REPRINT OF HIS EXTANT CIRCULARS AND GENERAL ORDERS.

NOTE 1.—This Appendix contains the extant circulars and general orders issued by the Director-General since 1873, and forms his Standing Orders. From the collection have been excluded all circulars and general orders which have lapsed or become obsolete or which have been superseded or re-issued in a different form, e.g., embodied in the Post Office Manual, Postal Guide, Civil Service Regulations, Comptroller's Standing Orders, etc.; but orders notified by a circular or general order of the Director-General not to be found elsewhere or instructions which it is desirable should not be lost sight of, have been re-produced for ready reference.

NOTE 2.—To the collection are appended two indexes: one a classified index, by means of which all the standing orders on any given subject can be seen at a glance; the other an alphabetical index, with the aid of which the standing order on any particular subject can be readily found. For convenience in referring from the indexes to the standing orders, the latter have been serially numbered according to their chronological position in the collection. Whenever reference is made to any circular or general order in the collection, the No. and date under which it was originally issued, as well as its standing order No., should be cited, thus—Director-General's Circular No. 88, dated 19th March 1873 (Standing Order No. 1.)

NOTE 3.—Any standing orders that may be hereafter added to the collection will be serially numbered in continuation of those now republished.

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#### **1. Appointment of public officers as arbitrators.**

##### **Circular No. 88, dated 19th March 1873.— \* \* \* \***

Government of India, Financial Department, Resolution No. 1355, dated the 27th February 1873.—The question whether public officers should be permitted to act as arbitrators for the settlement of disputes having come under the consideration of the Governor General in Council, His Excellency has been pleased to lay down the following rules, subject to which public officers may undertake such arbitrations:—

- (1) An officer shall not act as arbitrator in any case without the sanction of his immediate superior, or unless he be directed so to act by a Court having authority to appoint an arbitrator.
  - (2) No public officer shall act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding.
  - (3) If an officer act as arbitrator at the private request of disputants, he shall accept no fees.
  - (4) If he act by appointment of a Court of Law, he may accept such fees as the Court may fix.
- 

#### **2. Second-hand books may be purchased in India, and not through Secretary of State.**

##### **Circular No. 158, dated 12th February 1874.— \* \* \* \***

Government of India, Finance Department No. 754, Resolution, dated the 1st January 1874. RESOLUTION.—With the sanction of the Secretary of

State for India, the Governor General in Council is pleased to declare that the rule [regarding the prohibition of the purchase in England of books, etc., required for the public service, otherwise than through the Secretary of State] does not apply to purchases of second-hand books which could very often be bought in India for less than the price at which they can be procured from England.

**3. Check on endorsements on Government promissory notes tendered as security deposits.**

***Circular No. 30, dated 1st July 1875.*— \* \* \* \* \***

*Government of India, Financial Department, Resolution No. 1477, dated 19th June 1875.*—RESOLUTION.—

Public officers should be reminded that the best precaution which can be taken by them, in the case of Government promissory notes tendered as security deposits by contractors and others, if there be any doubt as to the regularity of the endorsements thereon, is to send such notes to the Public Debt Office for renewal.

**4. Officers applying for medical aid to append their official designations to their signatures.**

[See also S. O. 26 and 30.]

***Circular No. 7, dated 27th May 1876.*— \* \* \* \* \***

*Government of India, Home (Medical) Department, letter No. 193, dated the 31st March 1876, to Surgeon General, Indian Medical Department [communicated to Director-General under Financial Department No. 2361, dated 29th April 1876].*—I am directed to acknowledge your letter No. 1130, dated the 19th ultimo, and in reply to say that ———'s explanation of the circumstances under which he refused to attend upon an officer of the Telegraph Department who required his attendance is accepted. To prevent similar misapprehensions, orders will be issued to all heads of departments in Calcutta to instruct their subordinates to append their official designation to their signatures when applying for medical aid from any of the medical officers whose duty it is to attend upon them without charge.

**5. Acceptance by Government servants of presents from Native Chiefs and others.**

***Circular No. 27, dated 3rd August 1876.*— \* \* \* \* \***

*Government of India, Foreign Department Circular No. 1299-G., dated the 20th June 1876 [communicated to Director-General under Financial Department No. 1317, dated 30th idem.]*—I am directed to forward, for your information and guidance, and communication to your subordinates, the following summary of the existing.....rules regarding the acceptance by Government servants of presents from Native Chiefs and others:—

- \* \* \* \* \*
- (II) The prohibition of the receipt of presents from Native Chiefs and others does not extend to the receipt of a few flowers or fruits and articles of inappreciable value, although even such trifling presents should be discouraged.

- 
- \* \* \* \* \*
- (V) The general prohibition extends to all servants of Government, Native or European, Covenanted or Uncovenanted, in whatsoever department they may be serving.
- (VI) Where presents cannot absolutely be refused without giving offence, they must be delivered up to Government, and to this rule no exception whatsoever is permissible, save with the express sanction of His Excellency the Governor General in Council, which will only be given under very special circumstances.
- 

6. Claims against Government, to be paid down to pies.

*Circular No. 22, dated 24th June 1878.*— \* \* \* \*

*Government of India, Financial Department, Resolution No. 932, dated 14th June 1878.*—RESOLUTION.—In the discharge of claims against the Government, payment should be made down to pies, and ....pies should be recorded in the earlier stages of the accounts, but thrown out in the later stages.

This order applies to all payments by Government, in whatever department they are made.

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7. Supply of Army Lists to post offices at Cantonment Stations.

*Circular No. 102, dated 8th February 1879.*— \* \* \*

Post offices located at cantonment stations should be supplied with *Army Lists*.

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8. Runners not to be supplied with uniforms.

*Circular No. 53, dated 12th June 1879.*—A case has recently occurred in which a superintendent supplied the runners of various lines with uniform (turban and coat), deducting the cost thereof from their pay. I take this opportunity of stating that I disapprove altogether of the practice of supplying runners with uniform, and should the practice exist in your circle, it should be stopped.

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\* \* \* \* \*

9. Employment of bunniahs and other shop-keepers as postmasters.

[See also S. O. 36.]

*Circular No. 94, dated 18th October 1880.*— \* \* \* \*

*Director-General's Memorandum on the employment of bunniahs or borahs and other classes of shop-keepers as postmasters.*—I regard the extension of postal facilities into the interior of districts as a very important measure.

Much has already been done and much more doubtless yet remains to be done in the direction of village postmen. But the multiplication of small post offices is another way of attaining the object in view. Such offices must necessarily be conducted on a very economical scale, and yet the retention of sub-postmasters on very low salaries is, in my opinion, a policy of doubtful wisdom. Moreover, the work at such insignificant offices would be wholly insufficient to occupy the entire time of one man.

2. A natural solution lies in the employment of small shop-keepers and others, as is done in England, who for a small trifle gladly undertake the performance of postal duties, the tendency of which is to attract more customers to their shops.

3. I think that in India the village bunniah\* or borah might usefully be employed in this business. He might be given about Rs per month, besides an allowance of 8 annas for contingencies. His duties should be as simple as possible, and should be confined to the despatch and delivery of mails and to registration. Possibly, money order work and insurance might be added to the above, but this is a point for future consideration. No furniture would be wanted besides a letter box, a goldsmith's scale (when necessary) and a seal. The bunniah village postmaster should be allowed, if he likes, to work sitting native fashion on the floor; consideration should be shown him, and he should not be made to submit frequent reports, or be in other ways worried. For officers of this character, fines are obviously unsuited and should never be imposed. The success or failure of the scheme will depend largely on the attitude of the inspector: for the local shop-keeper will of course not submit to annoyance for so small a remuneration..... All correspondence might be in any vernacular language known to the head office or sub-office.

4. When the village concerned is situated on a mail line, no carrying establishment will be required: in other cases, one or more runners will have to be put on. But speed on such lines should not be looked for and long distances, (say 12 miles per man), should be travelled by every runner. A daily service will not be necessary. In the majority of cases, a tri-weekly or semi-weekly service each way will suffice.

5. If the correspondence be trifling, the village postmaster will himself arrange for their delivery. If the number of covers for delivery be numerous, a gratuity for delivery may be given to the runner or a special allowance given to the village postmaster who will make his own arrangements for delivery.

6. The bunniah or borah has customers generally in surrounding villages and knows their residences; his agency, therefore, will be a good one for the delivery of correspondence. He has also the confidence of his customers which would be a great help to this department, and would tend to extend the use of the post office.

\* \* \* \* \*

8. It occurs to me that the services of Government pensioners might also be utilised in the like way. But this class of men are comparatively speaking rare, while the local shop-keeper is always to be found, and, if well treated, would prove a very valuable adjunct to the postal service.

9. A similar agency might also be employed in cities or towns for the multiplication of receiving offices. In some instances, advantage would result from the abolition of the comparatively highly-paid local receiving clerk now employed and the substitution of four or five receiving offices under shop-keepers. In such cases also, money order, insurance, and parcel work may be trusted to these men, their allowances being correspondingly increased.

## 10. Sale of non-judicial stamps by postmasters.

**Circular No. 109, dated 26th November 1880.—\*\*\*\***

*Government of India, Financial Department, Resolution No. 3684, dated 15th November 1880.*—RESOLUTION. .... The Hon'ble the President in Council .. .. leaves it to the discretion of the Local Governments to grant, with the previous consent of the Postal authorities, licenses to postmasters for the sale of non-judicial stamps under the same conditions and restrictions as are observed in the case of ordinary licensed vendors.

## 11. Letters or mails brought by an Indian Government vessel.

**Circular No. 13, dated 17th May 1881.—\*\*\*\*\***

*Government of India, Military (Marine) Department, Circular No. 6, dated the 30th April 1881 [communicated to Director General under Financial Department No. 521, dated 14th May 1881].*—The Governor General in Council is pleased to notify, in supersession of all orders on the subject, that whenever an Indian Government vessel arrives in port with letters or mails on board, these are to be sent immediately to the post office in charge of an officer or other trustworthy person. Should exceptional circumstances render this course impossible, intimation should at once be given to the post office that such mails are on board.

## 12. Sale of property to Natives by Government officers.

[See also S. O. 13.]

**Circular No. 84, dated 3rd October 1881.—\*\*\*\*\***

*Government of India, Foreign Department, Resolution No 1667, dated the 30th September 1868 [communicated to Director-General under Home Department Notification No. 1437, dated the 23rd September 1881].*—

- \* \* \* \* \*
4. The following rules ..... must be considered applicable to European public servants of all descriptions, Civil, Military, and Uncovenanted.
5. I.—Whenever a public servant wishes to dispose of a house, bungalow, elephant, horse or carriage, or other valuable property, to any native within his jurisdiction, or within the limits of the district in which he is employed on the public service, and from which he is not about to remove, he must report his intention to the Local Government to which he is subordinate, stating the facts and circumstances and the price offered for the article, to be sold. The Local Government will then pass such orders on the reference as may seem fit and proper.
- II.—Whenever a public servant is about to quit his station or district permanently or for a considerable period, and wishes to dispose of his house, bungalow, elephant, carriages and horses, and the like property of value, to native purchasers, he shall report his intention to the Commissioner or the head local authority to which he may be immediately subordinate, and that authority will use its discretion in allowing the transaction, or in reporting the circumstance to the Local Government for further orders.

- III.—Whenever a public servant, on quitting his station or district, wishes to dispose of his furniture, household goods, livestock, etc., he is at full liberty to do so either by circulating lists of such property amongst the community generally, or by having the same put up to public auction, without reference to any authority whatever. All that is necessary is that the transaction should be open and patent to everybody on the spot.
- IV.—Rule No. 1 is to be considered applicable to purchases equally with sales.

\* \* \* \* \*

### 13. Sale of property to Natives by Government officers.

[See also S. O. 12]

**Circular No. 158, dated 31st January 1882. \* \* \***

*Government of India, Home Department Notification No 53, dated 20th January 1882.*—NOTIFICATION.—In continuation of Home Department Notification No 1437, dated the 23rd September 1881, [S. O. 12], re-publishing rules regarding the sale of property to Natives by Government officers, it is hereby notified for general information that the above rules are not applicable to *bona fide* transactions with regular dealers.

### 14. Printing by private presses.

**Circular No. 89, dated 23rd September 1882.—\* \* \***

*Government of India, Financial Department letter No. 3822, dated 19th September 1882, to Director General of the Post Office.*—I am directed to acknowledge receipt of your letter No. 5704, dated 30th August 1882, submitting your remarks on the subject of the employment of private presses for the execution of printing work required for the Postal Department.

2. You are of opinion that resort to private presses would not be desirable in respect to the standard forms of the Postal Department, but you think it probable that such presses might advantageously be employed for the issue of certain periodical publications to which you refer.

3....The Governor General in Council accepts your proposals to have certain classes of work done at private presses....At the same time...it is the wish of the Government of India to attempt to transfer the Post Office printing at once, and as a whole, to private presses; but the Governor General in Council would be glad to see private presses utilised in an increasing degree for the printing work of the Post Office, and no extension of the present departmental presses should be made without the special sanction of the Government of India. The employment of private agency seems especially suitable in the case of specific pieces of work which would not be beyond the ordinary working power of a private press, and the transfer of which would admit of a saving of expenditure in the Government Press at least equal to the cost of printing at a private press. It would, of course, be necessary that stringent conditions should be imposed as to the quality of work to be given to private presses, and the period at which the work must be finished.

4. In future, you should notice in your annual administration reports the extent to which private presses may have been used during the year. It is

of course, to be understood that recourse should not be had to private presses in any case in which the cost of printing would be greater than the rates at which the work could be done by the existing departmental presses, assuming always that the rates of these presses are fairly calculated.

**15. Principle determining seniority of officers entering a given grade on same date.**

**Circular No. 148, dated 7th December 1882.—\* \* \* \***

*Director-General's letter No. 10181, dated 7th December 1882, to Postmaster-General, Bombay.*—I have the honour to acknowledge the receipt of your letter No. 899, dated 27th November 1882, relative to the principle that should determine the relative seniority in the Department of two officers who enter a given grade on the same day.

2. No rule has been prescribed either in the *Manual* or by circular; but, as remarked by you, the principle usually followed is that the grading in such cases should be governed by seniority in the Department.

3. You cite an instance of the injustice of this principle, and suggest that seniority in the grade below should be carried into the grade above.

4. I entirely agree in the opinion you have expressed, and the principle you have suggested should in future be followed.

**16. Officers entitled to Presidency house-rent residing in public buildings.**

[See also S. O. 18, 19 and 20.]

**Circular No. 164, dated 4th January 1883.—\* \* \* \***

*Government of India, Financial Department, Resolution No. 3413, dated 29th December 1882.*—RESOLUTION.—The Governor General in Council is pleased to rule that, in future, all officers entitled to Presidency house-rent shall, when residing in any public building, forfeit Presidency house-rent, and shall also pay house-rent on the scale laid down in the G. G. O. of 13th October 1866. But officers who are supplied with public quarters and compelled to live in them for special reasons, such as Resident Physicians and Surgeons of Hospitals, are exempted from the operation of this rule, so far as relates to the payment of rent for the occupation of such quarters.

**17. Cutting or breaking of coin under Indian Coinage Act, 1870.**

(See also S. O. 27.)

**Circular No. 178, dated 22nd January 1883.—\* \* \***

*Government of India, Financial Department, Notification No. 57, dated 5th January 1883.*—NOTIFICATION.—In exercise of the powers conferred by Section 16 of the Indian Coinage Act, 1870, and in supersession of the orders noted on the margin, the Governor General in Council is pleased to authorise the under-mentioned officers to cut or break coin under that section:—

Financial Resolution No. 3299, dated 4th October 1872, and Notification of the same date.	16 of the Indian Coinage Act, 1870, and in supersession of the orders noted on the margin, the Governor General in Council is pleased to authorise the under-mentioned officers to cut or break coin under that section:—
Financial Notification No. 1909, dated 29th March 1877.	
Financial Resolution No. 3356, dated 1st November 1880.	
Financial Notification No. 2849, dated 25th November 1882.	

(1) Every officer in charge of a District Treasury.



- (2) Every Assistant Collector, Deputy Collector, Assistant Commissioner, or Extra Assistant Commissioner in charge of a Sub-Treasury.

\* \* \* \* \*

- (9) And any officer of any ..... Municipality authorised by the Local Government or Administration

And in exercise of the powers conferred by Section 28 of the same Act, the Governor General in Council is pleased to prescribe the following rules:—

- (1) When any silver coin purporting to be coined and issued under the authority of the Government of India is tendered to any of the officers authorised by this notification to act under Section

*Extract from Act No. XXIII of 1870 - India,*

- \* 16. When any silver coin purporting to be coined and issued under the authority of the Government of India is tendered to any officer authorised by the Governor General in Council or the Local Government to act under this section, who has reason to believe it to have lost, by reasonable wearing, more than two per cent. in weight,

or to be counterfeit, or to have been reduced in weight otherwise than by reasonable wearing,

or to be called in by any proclamation, -

he may, by himself or another, - subject to the rules which the Governor General in Council prescribes in this behalf, cut or break such coin

separated. Care should, however, be taken that the destruction is complete.

- (2) When any rupee or half-rupee purporting to be coined and issued under the authority of the Government of India is tendered to any such officer, who has reason to believe it to have lost, by reasonable wearing, more than two per cent. in weight, he shall cut or break such coin and at the option of the person tendering the coin, return to him the pieces, or retain them and give credit for them at the rate of one rupee for one hundred-and-eighty grains troy weight.

- (3) A quarter-rupee or an eighth of a rupee tendered to such an officer

*Extract from Act No. XXIII of 1870 - India.*

\* The said rupee and half-rupee shall be a legal tender in payment or on account:

Provided that the coin has not lost more than two per cent. in weight:

Provided also that it has not been clipped or filed, or defaced or diminished, otherwise than by use.

The quarter-rupee and eighth of a rupee shall be legal tender only for the fractions of a rupee, subject to the second proviso contained in this section,

16\* of the Indian Coinage Act, 1870, who has reason to believe it to be counterfeit, or to have been reduced in weight otherwise than by reasonable wearing, he shall cut or break such coin, and, under Section 16 of the said Act, return the pieces to the person tendering the coin. In cutting or breaking coins officers should avoid completely dividing them, as it is often convenient to identify the parts of a particular coin. Such identification becomes impossible if the pieces are wholly separated. Care should, however, be taken that the destruction

must, under Section 13\* of the Act, be accepted as legal tender for a fraction of a rupee even though it has lost, by reasonable wearing, more than two per cent. in weight.

(4) If by reason of the obliteration of the device upon it, or for any other cause, any quarter-rupee or eighth of a rupee coined and issued after the 1st September 1835, that shall come into use

possession of such an officer, shall appear to him to be unfit for further circulation, it shall not be cut or broken, but shall, whatever be its weight, be withdrawn from circulation and dealt with in the manner prescribed in rules 5 and 6. But quarter-rupees and eighths of a rupee shall not be withdrawn from circulation, if they appear to be otherwise fit to circulate, only because they have lost by reasonable wearing more than two per cent. in weight. Such coins, if coined and issued before 1st September 1835, must, however, be dealt with under Section 16 of the Act.

\* \* \* \* \*

These rules apply to all silver coin of the same weight and value as British-Indian currency, coined by the Government of India on behalf of the Government of Portuguese India, or coined under the Native Coinage Act, IX of 1876, on behalf of Native States. They do not affect the orders contained in the Resolution of the Government of India in the Financial Department No. 2432, dated 17th August 1881, under which, for the present, all genuine coin which has not been diminished by fraudulent means or has been diminished only by what are ordinarily known as shroff marks, shall be received at its nominal value; accordingly, in so far as regards such coin, the second rule of those now prescribed is suspended, except that coin which has been reduced more than two per cent. in weight by reasonable wearing shall be cut or broken as heretofore, although it be received at full value,

### 18. Officers entitled to Presidency house-rent residing in public buildings.

[See also S. O. 16, 19 and 20.]

#### **Circular No. 17, dated 10th May 1883.— \* \* \* \***

*Government of India, Financial Department letter No. 558, dated 4th May 1883, to Government of Bengal, Appointment Department.*—.....The rule contained in the Resolution of the Government of India in this Department No. 3413, dated the 29th December last, [S. O. 16] applies to all officers, Civil as well as Military, at the Presidency, who are entitled to Presidency house-rent.

### 19. Officers entitled to Presidency house-rent residing in public buildings.

[See also S. O. 16, 18 and 20.]

#### **Circular No. 41, dated 16th July 1883.— \* \* \* \***

*Government of India, Financial Department, Resolution No. 1884, dated 10th July 1883.*—RESOLUTION.—...The house-rent to be recovered from Civil Officers under the Resolution of the 29th December 1882 [S. O. 16] shall in each case be fixed (by the Superintending Engineer of the Circle, in the case of houses in charge of the Public Works Department), so as to cover interest at  $4\frac{1}{2}$  per cent. on the actual or estimated capital cost of the property, in addition to a fair allowance for risks and for the cost of repairs.

**20. Officers entitled to Presidency house-rent residing in public buildings.**

[See S. O. Nos. 16, 18 and 19.]

***Circular No. 73, dated 2nd October 1883.*— \* \* \* \***

*Government of India, Financial Department, Resolution No 3476, dated 27th September 1883.*—RESOLUTION.—...When Government has to pay rent for any house occupied by a Civil Officer, the actual rent, if the officer occupies the whole house, or a fair share, to be determined by the Superintending Engineer, if he occupies a part, should be recovered from the officer.

2. Neither in this case, nor where a full rent covering interest at  $4\frac{1}{2}$  per cent. on the capital cost and a fair allowance for risk and repairs is charged, shall the officer forfeit the Presidency house-rent allowance to which he may be entitled under rule.

\* \* \* \* \*

4. If difficulty arises in any other cases, they may be referred to the Government of India for decision.

**21. Pecuniary arrangements between Government servants in connection with resignation of appointment.**

***Circular No. 138, dated 17th January 1884.*— \* \* \* \***

*Government of India, Home Department, Resolution No. 55—1864-73, dated the 29th December 1883.*—RESOLUTION.—The Governor General in Council considers it desirable to re-publish for general information the following orders issued by the Government of India prohibiting civil and military servants of the Government from entering into pecuniary arrangements with members of the service or department to which they belong, in connection with the resignation of any appointment held by them. Officers of Government are warned that any violation of these orders will be severely visited on the offender.

*Government of India, General Department, Notification No. 216, dated 9th September 1842.*—NOTIFICATION.—It having come to the knowledge of Government that very erroneous impressions are entertained on the subject of pecuniary arrangements referable to the resignation of appointments, the Honourable the President in Council is pleased to give notice that all such arrangements are prohibited, and that, on proof of any appointment, civil or military, having been resigned under such circumstances, the nomination consequent on such resignation will be cancelled, and the parties concerned suspended the service in Public Orders pending the pleasure of the Honourable the Court of Directors.

**22. Preference to be given to telegraphists in filling vacancies.**

[See also S. O. 28.]

***Circular No. 174, dated 28th February 1884.*—\* \* \* \***

3. If, in making selections to fill vacancies in post offices, preference will always be given to men who are trained in telegraphy I have no doubt many men will be willing to place themselves under instruction without being paid any allowances.

Appendix No. 18, Standing Order No. 22, page 468—

*Para. 3.—Line 4: for instruction read instruction*

4. Men trained in telegraphy may be appointed to any office whether it be a combined office or not. They will be available to take up telegraph work whenever occasions for their services arise.

### 23. Grant of leave to postal employees under training in Telegraphy.

*Circular No. 179, dated 29th February 1884.—.....*

Except under very special circumstances, leave may not be granted to men who are attending training classes [in telegraphy]; and when for special reasons leave is granted, the special circumstances of each case should be communicated to the Superintendent of Telegraphs.

### 24. Supply on indent of postal service post-cards to Telegraph Department.

*Circular No. 144, dated 11th October 1884.— \* \* \* \**

*Director-General of Telegraph's letter No. 3328, dated 7th October 1884, to the Director-General of the Post Office of India.—.....* I have the honour to ask that you will be good enough to issue instructions to heads of postal circles to comply with indents signed or countersigned by Chief Superintendents of this Department for postal service post-cards.

### 25. Connection of Government servants with the Press.

*Circular No. 146, dated 15th October 1884.— \* \* \* \**

*Government of India, Home Department (Public), Resolution No. 19-1134 dated 8th July 1875.—RESOLUTION.—*Questions having recently arisen as to the extent to which officers in the service of Government are permitted to connect themselves with the Press, the Governor General in Council thinks it desirable that the existing orders on the subject should be clearly understood :—

I.—No officer in the service of Government is permitted, without the previous sanction in writing of the Government under which he immediately serves, to become the proprietor, either in whole or in part, of any newspaper or periodical publication, or to edit, or manage any such newspaper or publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character, such for instance, as art, science or literature. The sanction will be liable to be withdrawn at the discretion of the Government.

II.—Officers in the service of Government are not prohibited from contributing to the public press, but their position makes it incumbent upon them to confine themselves within the limits of temperate and reasonable discussion, and they are prohibited from making public, without the previous sanction of Government, any documents, papers or information of which

they may become possessed in their official capacity. These rules have been hitherto in most cases honourably observed. In case of a departure from them, or if the Government should consider the connection of any officer with the Press to be contrary to the public interests, his liberty to contribute will be withdrawn.

III.—The Government of India will decide, in case of doubt, whether any engagements of officers with the Press are consistent with the discharge of their duties to the Government.

\* \* \* \* \*

## 26. Rights of Government clerks to medical attendance and medicines.

[See also S. O. 4 and 30.]

**Circular No. 188, dated 8th December 1884.—\*\*\*\***

Government of India, Home Department (Medical), Resolution No. 14-447/464, dated 25th October 1884.—RESOLUTION.—The Governor General in Council is pleased to prescribe the following rules in supersession of all previous orders on the subject, with effect from the 1st January 1885:—

(1) All clerks of all Government Offices are entitled to gratuitous medical attendance and medicines for themselves.

\* \* \* \* \*

(5) Subject to the above rules, clerks drawing Rs 250 per mensem and upwards are entitled to the services of the Civil Surgeon, and those drawing less than that amount to the services of the Assistant Surgeon or medical subordinate provided for the purpose, it being understood that .....the attendance of the Civil Surgeon should be given in all cases of emergency or of great danger or difficulty, when applied for by the subordinate medical attendant.

## 27. Payments on account of short-weight coins may be sanctioned as contingent charges.

[See also S. O. 20.]

**Circular No. 192, dated 11th December 1884.—\*\*\*\***

The Director-General's letter No. 10386, dated 11th December 1884, to Comptroller, Post Office.—..... I have the honour to state that the orders issued in this office No. 6035, dated 8th October 1879, to the Postmaster-General, Bombay, authorising him to sanction as contingent charges sums paid on account of discount on short-weight coins, may be held applicable to all heads of circles in similar cases.

## 28. Postal clerks to be encouraged to learn telegraphy.

[See also S. O. 22.]

**Circular No. 200, dated 23rd December 1884.—\*\*\*\***

Bengal Circular No. 110, dated 12th December 1884.—When visiting a combined head office recently the Postmaster-General found that one of the

postal clerks had devoted his spare time to learning signalling, and that he was able to receive and despatch messages and conduct the telegraph work whenever the sanctioned signaller happened to be away. This is very satisfactory, and the Postmaster-General hopes that the example will be followed by other postal clerks in all combined head offices and also in sub-offices where there are two men employed, only one of whom knows signalling. At present signallers in combined offices have very little telegraph work to do, and they have always plenty of time in which to instruct others in signalling. As a rule, also, postal clerks have a certain amount of leisure in which they could gradually learn signalling. There is certain soon to be a great extension of the system of combined offices, and it is desirable for as many postal officers as possible to qualify themselves, so that they may not be superseded by signallers of the Telegraph Department or outsiders. The Postmaster-General will also do all he can to further the advancement of postal clerks and sub-postmasters who show their industry by learning signalling while carrying on their ordinary duties. When they are satisfied that they are able to pass the Telegraph Department's examination, they will, if necessary, be allowed casual leave for a week or ten days, so that they may complete their training by a few days' study in a telegraph class and then be examined with the view of obtaining the usual certificate.

**29. Rights of soldiers who are depositors in the post office savings bank.**

*Circular No. 203, dated 31st December 1884.*—\*\*\*\*

*Government of India, Military Department letter No. 703B., dated 17th December 1884, to Director-General of the Post Office of India.*—\*\*\*\*

2. .... A soldier in regard to the post office savings bank is on the same footing as a civilian, and the commanding officer has no authority to claim to countersign the deposits and withdrawals.

**30. Title of Government officers to medical attendance.**

[See also S. O. 4 and 26.]

*Circular No. 218, dated 16th January 1885.*—\*\*\*\*

*Government of India, Home Department (Medical), Resolution No. 12/334-51, dated 16th August 1884.* RESOLUTION.—

2. .... The Governor General in Council is... pleased to decide that all officers of Government in the Bengal Presidency, living at the head-quarters station of a district, and drawing a salary (as defined in the *Civil Service Regulations*) of Rs 250 and over, whether gazetted or not, shall, in future, be entitled to gratuitous medical attendance at their own residences from Civil Surgeons. Gazetted officers drawing less than Rs 250 a month will no longer be entitled to the gratuitous medical attendance of a Civil Surgeon.

**31. Grant of Moonshee allowances to European superintendents.**

*Circular No. 241, dated 27th February 1885.*—I have the honour to forward, for your information, a reprint of this office circular No. 93, of the 14th February 1871.

2. It has been ruled by the Government of India, that the term "Europeans," used in the Government Resolution issued with that circular, means pure Europeans, and includes not only Europeans, who may be appointed to the few special appointments in the Post Office Department reserved for Europeans, but also persons who, although appointed to the Post Office as being "Natives of India" as defined in [the *Civil Service Regulations*] are still pure Europeans in the sense of being born from European parents of pure blood.

*Director-General's Circular No. 93, dated 14th February 1871.*—Copy [of the following is] forwarded to all heads of circles, with the remark that the moonshee allowance referred to, is for passing in the vernacular of the Province by the second or higher military standard.

*Government of India, Financial Department letter No. 4040, dated the 29th December 1870, to the Director General of the Post Office of India.*—I am directed to acknowledge the receipt of your letter No. 16-C., dated the 5th instant, and in reply to inform you that the Governor General in Council is

\* Home Department's Resolution No. 15-359, dated the 24th February 1868. pleased to sanction your recommendation to extend the order\* granting moonshee allowance of £180 to certain classes of

European officers in the Survey, Police, Customs, and Forest Departments, to Europeans in the Postal Department of the grades of inspectors,† including the candidate inspectors† attached to the North-Western Provinces and the Punjab, but it is to be distinctly understood that in no case is this allowance to be given to natives,

### 32. Correspondence addressed to Director-General.

*Circular No. 260, dated 16th March 1885.*—To ensure uniformity in procedure, it is requested that a separate series of Nos. may be given to letters addressed to this office. No case-marks of any kind should be attached to these Nos.....

2. Not more than one subject should ordinarily be treated of in any communication addressed to this office.

3. The abstract (in the heading of letters) should be filled in carefully. Sometimes the abstract is so carelessly entered, that it gives no indication of the subject of the communication.

\* \* \* \* \*

### 33. Disconnection of telegraph instruments for practice signalling, prohibited.

*Circular No. 262, dated 18th March 1885.*—The following is forwarded to all postal circles with a request that the necessary orders may be issued prohibiting the disconnection, for the purpose of practising signalling, of telegraph instruments permanently fitted up in combined offices. It will be seen that instructions

have been issued to Chief Superintendents to supply selected combined offices with school sounders and keys in addition to dummy keys which will be supplied to all combined offices .....

*Director-General of Telegraph's Circular letter No. 6614-T., dated 16th February 1885, to Chief Superintendents.*—.....It is now notified that in certain selected combined offices where the necessity for a battery does not present difficulties, a school sounder with key may be supplied in addition to a dummy key. The Chief Superintendents will select the offices in consultation with the heads of postal circles.

### 34. Postage stamps of highest denominations to be used for telegrams.

*Circular No. 2, dated 2nd April 1885.*— \* \* \* \*

2. For the purpose of stamping telegrams received at post offices one-rupee postage stamps should be used in all cases in which their use is possible. In other cases, postage stamps of the highest suitable denomination should be used, and it should be understood, as a standing rule, that half-anna postage stamps should never be used, except on the ground of absolute necessity. The advantage of using as few stamps as possible is not only that there is a saving of time to the post office officials who have to affix them, but that there is a reduction of work in the Check Office of the Telegraph Department.

### 35. Re-direction of articles from French settlements in India.

*Circular No. 11, dated 10th April 1885.*—Closed bags or packets are received from France at the various French Settlements\* in India, and their contents are disposed of by the local French post

\* Pondicherry.  
Chandernagore.  
Karikal,  
Mahé  
Yanam.

offices. It occasionally happens, however, that correspondence received in these bags has to be re-directed to other parts of India, and the following arrangements have lately been made regarding the re-direction of such correspondence :—

When an article originally received at a French Settlement in India in a closed mail from France, and paid by means of French postage stamps, is re-directed to any Indian post office, it will be treated as fully prepaid (irrespective of the value of the stamps affixed to it), and will be forwarded to its revised destination without any charge.

If any such article does *not* bear French postage stamps, it will be treated as an ordinary inland article, posted at one Indian post office for delivery at another, and will be taxed with *Indian inland postage*, under the inland rules.



2. Post offices at which the re-directed articles referred to are received for delivery, should be instructed to deliver them either as fully prepaid, or as unpaid inland articles, according as they do, or do not, bear French postage stamps. The Indian office at which the re-directed articles are re-posted, will be, in the first instance, responsible that the instructions above laid down are followed, and the offices of delivery should not challenge any re-directed article that has been passed by the office where it has been re-posted.

3. These instructions apply to ordinary letters, post-cards, printed articles, business papers and samples.

### 36. Employment of station-masters as postmasters.

[See also S. O. 9.]

*Circular No. 61, dated 24th June 1885. \* \* \* \**

3. I would.....ask heads of circles to try, with the aid of the [railway] traffic authorities, to enlist station-masters as postmasters.

4. On many of the little branch railways now being constructed the station-masters have very little to do, and they would be glad to undertake postal work.....just as station-masters do on the Highland Railway. Doubtless the spirit of departmental exclusiveness which prevents some postal inspectors from trying to substitute school-masters for postmasters who owe allegiance to the Post Office alone may animate some of the railway authorities also, and render them unwilling, at first, to meet the Post Office half-way. But all things must have a beginning, and in time, I doubt not, we shall have a cordial *rapprochement* of the two Departments.

### 37. Pecuniary contribution towards public objects not to be applied for from Native Chiefs without previous sanction.

[See also S. O. 39.]

*Circular No. 105, dated 7th August 1885.— \* \* \* \**

*Government of India, Home Department (Public). Resolution No. 31—1217-42, dated 11th July 1885.—RESOLUTION.—.....*The Governor General in Council is pleased to direct that, in future, no officer of Government shall ask or accept pecuniary aid or subscriptions from Native Chiefs or officials of native states in pursuance of public objects, except with the sanction, previously obtained, of the Local Government to which he may be subordinate.

### 38. Testamentary powers of Hindus and Mahomedans over life policies by will.

*Circular No. 164, dated 10th October 1885.— \* \* \* \**

*Letter No. 759, dated the 19th June 1885, from Solicitor to the Government of India, to Director-General of the Post Office of India.*—I have the honour to acknowledge the receipt of your No. 3690 of the 15th instant, and to state, in reply, that with regard to Hindus, the law, as settled by many decisions, and by express legislation, is that, whatever property is so completely under the control of the testator, that he may give it away during his life-time, he may also devise by will. Hence, a man may bequeath his separate or self-acquired property, in which definition would, of course, be included a policy purchased by him in his life-time, but any attempt on his part to free his property from any of the burthens incident to it by law, such as liability to debts, or maintenance of those whose support was a burthen upon the estate, would be ineffectual and void.

2. The extent of a Mahomedan's testamentary powers is, however, more limited, as he cannot dispose of more than a third of his property by will, but he is, nevertheless, at liberty to appoint an executor for the administration of the whole estate. The duties of such an executor in administering the estate would be, in the first place, to pay the funeral expenses of the deceased; secondly, his debts; thirdly, legacies bequeathed by him to the extent of one-third of the residue, and to hand over the remaining two-thirds to the deceased's heirs.

### 39. Pecuniary contribution towards public objects not to be applied for from Native Chiefs without previous sanction.

[See also S. O. 37.]

#### *Circular No. 181, dated the 11th November 1885.*— \* \*

*Government of India, Home Department letter No. 1866, dated 28th October 1885, to Government of Madras [communicated to Director-General under Financial Department endorsement No. 3822, dated 3rd November 1885].*—

\* \* \* \* \*

2. In reply, I am to say that the orders contained in the Resolution cited [S. O. 42] apply to officers of Government acting in their individual capacity, and not to Local and Municipal Boards. I am to add that there appears to the Government of India to be no reason why Local or Municipal Boards should not invite the assistance of local zemindars towards public objects.

### 40. Supply of jail-made articles to Government Departments.

#### *Circular No. 33, dated 19th May 1886.*— \* \* \* \*

*Government of India, Home Department, Resolution No. 10/605-18, dated 7th May 1886.*—RESOLUTION. \* \* \*

Local Governments and Administrations should in future adapt their intramural industries as much as possible to the requirements of the public consuming departments, these departments being compelled to take articles of jail manufacture which they require, as long as such articles can be supplied by the jails of the same quality and at the same price as they can be obtained in the open market. It is not intended by these orders to preclude the jails from special industries, such, for example, as carpet-making, which have been found suitable as a means of employing convict labour, but for which there is practically no market in the departments of Government. Nor is it intended that these orders, so far as they oblige the public consuming departments to take articles of jail manufacture, should affect existing contracts which must be allowed to run for the stipulated periods.

#### 41. Telegrams to be enclosed in eyeletted envelopes.

**General letter No. 3599, dated 7th June 1886.— \* \* \* \***

*Director-General of Telegraph's letter No. 809T., of 12th May 1886, to Director-General of the Post Office of India.—*.....It is essential that telegrams should be enclosed in envelopes eyeletted at both ends, and I would suggest your issuing orders to the effect that the envelopes should be issued from your depôts, each with a receipt form ready eyeletted to the gummed end, as is done in the case of offices of the Telegraph Department.

#### 42. Acceptance of bills countersigned by Magistrates for value of money orders issued by Educational Department in favour of gurus.

**G. O. No. 31, dated 14th September 1886.**—In the Bengal and Bihar circles a system is in force under which money-orders obtained by the Educational authorities for the purpose of remitting the amounts of rewards granted to *gurus* are allowed to be paid for by the remitters, not in cash, but in bills payable to the Department. The money-order form is presented at the post office of issue (head or sub) accompanied by a bill for the amount drawn by the Educational officer in favour of the postmaster of the head office of issue, and countersigned by the District Magistrate; the money-order is issued under the ordinary rules, the amount of the bill being credited in the journal of money-orders issued and other accounts of the office. The bill is then cashed at the treasury by the post office; if the office of issue is a head office or sub-office not situated at a sub-treasury station, the bill is sent as a remittance to the office at the head-quarters of the district or head office.

\* \* \* \* \*

2. ....The procedure is simple and possesses other obvious advantages, and .....the Director-General will have no objection to the introduction in all circles of a similar scheme, modified, if necessary, to suit local conditions, if it is considered that the concession would be likely to prove acceptable to the educational or any other department and advantageous to the Post Office.

#### 43. Subscriptions for "L'Union Postale."

**G. O. No. 49, dated 8th November 1886 (as amended by G. O. No. 19, dated 14th November 1888) — \* \* \* \***

3. The head of each circle should ascertain.....the number of copies of the "Union Postale" .....which may be required by subordinates in his circle; all details regarding subscribers' names, etc., should be kept up in a register in the Postmaster-General's office, the total number of copies of the journal required for the circle being alone communicated to this office.

4. Subscriptions should be paid in to the Postmaster-General's office *at the time* that requests are made for copies, and if any subscriptions are not so remitted, the head of the circle should take steps to secure payment promptly.

5. The total amount of subscriptions for each circle should be remitted in one sum, by service money order, to this office as early as practicable.

6. Subscribers having once registered their names for the year should not be allowed to cancel their subscriptions during that year. Subscriptions for a broken period cannot be recognised, as the journal can only be ordered for the whole calendar year (January—December).

\* \* \* \* \*

10. Subscribers' copies will be forwarded from this office to the head of each circle for detailed distribution.

\* \* \* \* \*

12. It is not necessary that the subscribers' names should be communicated to this office; only the total number required should be intimated.

13. In no case will refunds of subscriptions once paid be allowed.

#### 44. Petitions to Parliament against orders of Secretary of State.

[See also S. O. 46.]

#### **Circular No. 18, dated 23rd July 1889.— \* \* \* \***

*Government of India, Home Department (Public). Resolution No. 16/1098-1114, dated 20th June 1889 [communicated to Director General under Financial Department No. 3200, dated 20th June 1889].—RESOLUTION.—*A case having recently occurred in which a memorial addressed to the House of Commons was withheld under Rule XII, clause 3, of the rules for the submission of Memorials to Her Majesty the Queen-Empress of India, or to the Right Honourable the Secretary of State for India, His Lordship, while expressing the opinion that memorials addressed to Parliament cannot be withheld under the rules above referred to, which do not properly apply to such memorials, has decided that, if a petition against the orders of the Secretary of State for India in Council is prepared for presentation to Parliament, it should be submitted to the House of Parliament to which it is addressed, through the medium of some unofficial member of the House, and not through the Secretary of State.

#### 45. Indents for carbonic paper and eyelets to be carefully estimated.

#### **G. O. No. 14, dated 13th September 1889.— \* \* \* \***

2. Carbonic paper is expensive and liable to deterioration unless very carefully kept. Special care, therefore, should be taken to ensure that unnecessarily large quantities should not be indented for. The attention of all postal officials concerned is drawn to the importance of preparing estimates for carbonic paper and eyelets required for telegraph purposes, with strict regard to actual requirements, and the indents should be carefully checked before they are passed.

.....It is important that the expenditure on account of these articles should be kept as low as possible.

#### 46. Regulations for the submission of petitions to Government.

[See also S. O. 44.]

**Circular No. 46, dated 25th November 1889, as amended by Circular No. 58, dated 18th December 1891, and Circular No. 37, dated 8th September 1893.** — \* \* \* \*

*Government of India, Home Department (Public), Notification No. 1812, dated the 11th October 1889, (including the amendments made by Notifications No. 1790, dated 30th October 1891, and No. 964, dated 13th July 1893.)*—NOTIFICATION—The following rules regarding the submission of petitions to the Government of India are published for general information :—

NOTE 1.—In these rules the words Local Government include a Local Administration, the Commander-in-Chief in India, and a Lieutenant-General Commanding the Forces; and also, except as regard Rule 3 (7), Section III, the head of a department directly under the Government of India.

NOTE 3.—These rules apply, so far as may be, to all memorials, letters and applications, etc., addressed to the Governor General in Council.

NOTE 4.—The rules in sections I and III apply also to petitions by persons no longer in Military employ who have served in the Army or the Royal Indian Marine, or have been attached to regiments or batteries or to the Staff or Departments of the Army in any capacity.

#### SECTION I.

*Rules regulating the submission of petitions to the Government of India by private persons or public bodies.*

1. Every petition to the Government of India, whether it bears immediately on a matter of imperial policy or has reference to the orders or the general policy and action of a Local Government, should be forwarded through the Local Government under which the petitioner is residing or is employed. But there is no objection to the petitioner's forwarding simultaneously a duplicate copy of the petition to the Government of India, if he so desires, provided that he marks it as a "duplicate."

1a. A petition from a person who has been removed from, or has left the service of Government, relating to his removal from the service, or to claims arising out of his service, should be forwarded through the Local Government under which the petitioner was employed.

2. A petition may be either in manuscript or print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or, when the petitioners are numerous, by one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the Local Government, requesting its transmission to the Government of India, and, when any order of a Local Government is appealed against, by a copy of such order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with any Bills before the Council may be addressed either in the form of a petition to the Governor General in Council, or in a letter to the Secretary in the Legislative Department, and must in either case be sent to the Secretary to the Legislative Department. Ordinarily such communications will not be answered. Except

in the case of the High Court at Fort William, such communications from courts, officials, or public bodies, should be sent through the Local Governments.

## SECTION II.

*Special rules regulating the submission of petitions by officers in civil employ.*

1. Every officer wishing to petition the Government of India should do so separately.
2. Every petition should be submitted through the head of the office or department to which the petitioner belongs, and be forwarded by him through the usual official channel. But there is no objection to the petitioner transmitting a duplicate to the Government of India direct, provided that he marks it as a "duplicate."
3. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in such matter.
4. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer still in the public service, unless it is submitted by the officer himself.

## SECTION III.

*Rules for observance by Local Governments in regard to the transmission or withholding of petitions.*

1. Petitions should be forwarded to the Government of India by the Local Government with a concise statement of material facts, and (unless there be special reasons for not doing so) an expression of opinion.

If the petition is an appeal against an order of dismissal from Government Service, the papers submitted by the Local Government should show whether the charge against the petitioner was reduced to writing, whether his defence was taken and reduced to writing, and whether the decision was in writing.

2. When the petition is not in English, the Local Government should transmit a translation with it.
3. Local Governments are vested with discretionary power to withhold petitions addressed to the Government of India in the following cases:—
  - (1) When a petition is illegible or unintelligible.
  - (2) When a petition contains language which, in the opinion of the Local Government, is disloyal, disrespectful, or improper.
  - (3) When a previous petition has been disposed of by the Secretary of State or the Governor General in Council, and the petition discloses no new facts or circumstances which afford grounds for a re-consideration of the case.
  - (4) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim.
  - (5) When a petition is an application for employment from a person not in the service of Government.
  - (6) When a petition is an appeal from a judicial decision, with which the executive has no legal power of interference.

NOTE.—If the Government has reserved any discretion of interference, or is concerned as a party to the suit, or if the appeal is practically an appeal for mercy or pardon, the petition must be transmitted .....

- (7) When a petition is an appeal against an order of the Local Government upholding on appeal the dismissal, removal, reduction, or other punishment of a Government servant whose salary was not more than ₹100 a month.

- (8) When a petition is an appeal against a decision, which by any law or rule having the force of law, is declared to be final.
- (9) When a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded.
- (10) When a petition is an appeal against an order or decision of the Local Government, and is made more than six months after the communication of such order or decision to the petitioner without satisfactory explanation of the delay.
- (11) When a petition is addressed by an officer still in the public service, and has reference to his prospective claim for pension, except as provided in Article 995 of the *Civil Service Regulations*.
- (12) When a petition is an appeal against the non-exercise by the Local Government of a dispensatory discretion vested in it by law or rule.

[EXPLANATION.—The application of this rule was thus explained by the Government of India in its circular letter of the Home Department, No. 2585/93, dated 29th December 1898, (*re-published with Director-General's G.O. No. 31, dated 7th March 1899*):—"In connection with a reference received in 1890 from the Government of Madras, the Government of India held that this rule could only be applied to cases in which a discretion was reserved to Government by some law or rule to dispense with some requirement or qualification. It was further explained that for the rule to apply there must be a discretion vested in the Local Government by a law or rule to waive or dispense with some qualification or condition, and the Local Government must have declined to waive such qualification or condition. The Governor General in Council is now pleased to withdraw this limitation of the rule, and directs that the rule should not be interpreted in the restricted sense mentioned above."]

- (13) When a petition relates to a subject in which the Local Government is competent to pass orders and no previous application for redress has been made to the Local Government.
4. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.
5. A list of petitions withheld under rule 3, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the Department concerned.

#### 47. Attitude of Government officers towards political movements.

**Circular No. 84, dated 31st March 1890.— \* \* \* \***

*Government of India, Home Department, Resolution No. 11/679-88 (Public), dated 18th March 1890.— RESOLUTION.— \* \* \* \**

2. ....His Excellency in Council desires that the following rules may be observed by all Government servants :—

- (a) As a general rule, no officer of Government should attend at a political meeting where the fact of his presence is likely to be misconstrued or to impair his usefulness as an official.
- (b) No officer of Government may take part in the proceedings of a political meeting, or in organising or promoting a political meeting or agitation.
- (c) If in any case an officer is in doubt whether any action which he proposes to take would contravene the terms of this order, the matter should be referred to the Head of the Department or District, and, if necessary, to the Local Government or Administration.

#### 48. Principles on regulating promotions and reversions of superintendents.

[See also S. O. 50 and 93.]

**G. O. No. 25, dated 2nd September 1890.— \* \* \* \***

2. No change is intended in the rules which have hitherto regulated promotion [among superintendents]. Promotion will still go in circles; and when in any particular circle at any particular time there is no officer eligible for an acting grade vacancy, the promotion will go to the senior eligible officer on the general gradation list.

\* \* \* \*

6. In future, all acting promotion will be given in the form "during the absence of—or until further orders," and when any

\* In the case of the India circle the necessary communications will be made by the Director-General's office.

superintendent returns from leave or deputation, it will be for the head of the circle\* to inform this office, the

Controller, and the officers concerned of the reversions that have taken place. Ordinarily, the junior acting officer in each grade in the circle will revert. This arrangement, which accords with the practice in other departments, will obviate the necessity of frequently revising the orders regulating grade promotion in the place of officers absent on long leave.

\* \* \* \*

#### 49. Vindication by public officers of their official character.

**Circular No. 46, dated 3rd October 1890.— \* \* \* \***

*Government of India, Home Department, Circular letter No. 30 Public, 1678-1685, dated 5th September 1890 [communicated to Director General under Finance Department Endorsement No. 4371, dated 13th idem].*—In a General Order of the Government of India, in the Foreign Department, dated the 15th March 1847, it was laid down that a Government officer is at liberty, if his public conduct in the transaction of his official duties is impugned, "to seek redress through the usual official channel by an appeal to the Government he serves, and that the Government so appealed to will afford him every opportunity of vindicating his character." Though the matter has since that date been dealt with in a confidential paper, no subsequent orders regulating the course to be followed by Government officers for the vindication of their acts as public functionaries have been generally circulated.....The Governor General in Council therefore deems it desirable to prescribe the procedure which should be generally observed in future.

\* \* \* \*

2. It is a standing order that, without obtaining the authorisation of the Government to which he is immediately subordinate, no officer of Government is permitted to have recourse to the Courts for the vindication of his public acts, or of his character as a public functionary from defamatory attacks. In giving authority to institute proceedings, the Local Government concerned



will decide whether the circumstances of the case are such that the Government should bear the costs of the proceedings, civil or criminal, or leave the officer to institute the prosecution or suit at his own expense; and in the latter case it will also determine, in the event of the matter being decided by the Courts in the officer's favour, whether he should be recouped by Government the whole or any part of the costs of the action.

3. .... The ruling above laid down does not affect an officer's right to defend his private dealings or behaviour in any way that he may be advised; but his official reputation is in the charge of the Government which he serves, and it is for that Government to decide in each case whether the institution of proceedings to vindicate his public acts or character is necessary or expedient.

## 50. Reversion of superintendents from acting vacancies.

[See also S. O. 48 and 93.]

**G. O. No. 37, dated 15th January 1891.— \* \* \* \***

2. As has been explained in paragraph 6 of G. O. No. 25, dated 2nd September 1890, [S. O. 48] when any superintendent

\* This applies to the major circles only. In the case of the minor circles the necessary communication will be made by the Director-General's office.

returns from leave or deputation, it is for the head of the circle\* to inform the Director-General, the Comptroller, and the officers concerned of the reversions that have taken place. This information should be always given *immediately* on the reversion being necessitated by an excess in any grade. If the officers (including candidates acting in the last grade) named to revert are the most junior ones in the grades, it is sufficient for the head of the circle, without any special order from the Director-General, to order their reversion. If any officer named to revert is not the most junior officer of his grade, the head of the circle has no power to order his reversion: in such a case the head of the circle should make a recommendation to the Director-General, and the necessary order of reversion will issue from this office.

3. .... It is immaterial whether the junior officers ordered to revert were or were not appointed in the arrangements made owing to the absence of the officer who has returned to duty.

## 51. Postal service passes over G. I. P. Railway.

**Circular No. 77, dated 6th February 1891.**—The following circular issued by the Agent, Great Indian Peninsula Railway, gives a list of officers empowered to grant postal service passes over the Great Indian Peninsula Railway and railways under the same management, viz., the Dhond-Manmad Railway, the Khamgaon State Railway, and the Amravati State Railway.

Appendix No. 18, Standing Order No. 51, pages 482 to 484—  
*Cancel this Standing Order.*

2. All officers and persons in the administration of the Post Office are, when on duty, entitled to postal service passes.

## CIRCULAR No. 4 OF 1891.

*Service Postal Passes*

The following officers of the Postal Department are, for the future, to be considered as empowered to issue service passes on the G. I. P. Railway within the limits or places named :—

Director-General of the Post Office of India.	} From any station to any station.
Deputy Director-General of the Post Office of India.	
Assistant Director-General of the Post Office of India.	}
Postmaster-General, Bombay Circle.	
Do. Madras do.	
Deputy Postmaster-General, Central Provinces Circle.	
* * * *	
Presidency Postmaster, Bombay.	
Inspector-General, Railway Mail Service.	
Supdt., Railway Mail Service, A. Division, Allahabad.	
Supdt., Railway Mail Service, B. Division, Bombay.	
Supdt., Railway Mail Service, H. Division, Belgaum.	
Supdt., Railway Mail Service, F. Division, Agra.	
Supdt., Railway Mail Service, M. Division, Madras.	
Supdt., Railway Mail Service, N. Division, Nagpore.	
Superintendent of Post Offices, Poona.	}
Postmaster, Poona.	
Superintendent of Post Offices, Khandesh.	}
Superintendent of Post Offices, Ahmednuggur	
Superintendent of Post Offices, Berar Division	}
Superintendent of Post Offices, Jubbulpore Division.	
Superintendent of Post Offices, Nagpur Division.	}
Superintendent of Post Offices, Nerbada Division.	
Postmaster, Jubbulpore . . . . .	}
Do., Nagpore . . . . .	

From any station to any station.

Between Bombay and Jehur on S.-E. Line (including Campooli) and Bombay and Igatpuri, N.-E. Line.

Between Igatpuri, Khanapur and Nargaon, and Munmar and Yeola.

Between Dhond and Gurdur and Dhond and Igatpuri.

Between Wardha and Nandgaon.

Between Jubbulpore and Harda.

Between Nagpur and Pulgaon.

Between Gadarwara and Bhosawal.

Between Jubbulpore and Itarsi.

Between Nagpore and Pulgaon.

Superintendent of Post Offices, Bellary Division.

Postmaster, Bellary (when the Superintendent is out on tour)

Postmaster, Hyderabad, Deccan.

{ Between - stations from  
Raichor to Kulbarga  
inclusive.

Care must be taken that these passes are only recognised when signed by the proper authority (or in the case of the Inspector-General or a Postmaster-General or Deputy Postmaster-General, by his Personal Assistant on his behalf).

All previous circulars on this subject are cancelled.

## 52. Maintenance of knowledge and practice of signalling by reserve postal signallers.

*Circular No. 97, dated 19th March 1891.*— \* \* \* \*

2. The reserve of signallers for combined offices consists of two classes of men; (1) those forming the special reserve paid for by the Telegraph Department and employed principally in those circles in which there are few separate signallers and most of the combined offices are worked by postal clerks and sub postmasters, and (2) postal officials who have passed as signallers, but who do not hold signallers' appointments in combined offices.

3. As regards the former class, the conditions of appointment of the members of the reserve sufficiently secure the maintenance of their knowledge and practice. When they are not acting for signallers absent on leave or deputation, they must ordinarily be attached to combined offices where a considerable amount of telegraph business is transacted, and must be employed on telegraph as well as postal duties; and the postmasters of the combined offices in which the reserve signallers are working are held responsible that they perform an amount of actual signalling work every month sufficient to keep them in practice.

4. As regards the second class of the reserve, consisting of postal officials who have qualified in telegraphy, but who do not hold appointments as signallers, it is not possible to lay down quite such rigid rules; but the following instructions will, it is believed, secure the object in view:—

- (a) The men should, whenever it is possible, be attached to combined offices. When thus attached, they should exchange duties with the signaller for periods and at intervals, to be fixed by the head of the circle. These temporary exchanges of duties, which may extend over a few weeks or a few days, or even only for parts of certain days, can be made without the pay and allowances of either official being affected;

- (b) Postal officials should be encouraged to pass in telegraphy and to keep up their knowledge and practice by being given special promotion. For example, every third step in the grades up to R50 or R60 per month and every third vacancy among paid probationers might be given to men who have passed in signalling, if such men are available and are in other respects suitable ;
- (c) Promotion in the postal branch should never be withheld from postal officers who have qualified as signallers, when it is due to them in the ordinary course by seniority or merit ;
- (d) Telegraph allowances attached to signallers' appointments should, as far as possible, be used for the purpose of promoting deserving men who have qualified as signallers, *e g.*, if a vacancy occurs in a clerkship on R20 to which a signaller's allowance of R10 is attached, and there are two postal signallers, one on R20 and one on R30, available, the vacancy should ordinarily be given to the man on R20 to whom the total salary will be promotion ;
- (e) Dummy keys should be obtained from the Telegraph Department and supplied to any postal officials who have qualified in signalling and are not attached to, or are transferred from, combined offices, and who desire to have the keys for practice. A dummy key will generally enable a passed signaller to keep up his knowledge of signalling sufficiently, as by means of the key he can practice *sending*, and the practice of sending will keep up the signaller's knowledge of *receiving*, because it prevents him from forgetting the symbols and, to a certain extent (by the noise the operation of sending makes), keeps his ear in for receiving. A copy of Appendix I of the *Telegraph Traffic Code* should be supplied with each dummy key.

5. If the above suggestions are acted upon by heads of circles, postal signallers will, it is believed, of their own accord take pains to keep up their knowledge and practice of signalling. The suggestions also tend generally to the improvement of the prospects of signallers, and will thus indirectly lead to the strengthening of the reserve. With better prospects not only will passed men be encouraged to maintain their knowledge of telegraphy, but probationers and postal clerks will be encouraged to attend training classes and qualify themselves to be signallers.

### 53. Smuggling of opium into Burma through the post.

*Circular No. 17, dated 10th June 1891.*—...There is some reason for believing that opium is being smuggled into Burma through the post, in contravention of the orders of Government contained in ..... the *Postal Guide*.

2. Special action to prevent this will be taken in Burma itself but the attention of all postal officials should be directed to the necessity of exercising a close scrutiny on all parcels for Burma, which may be posted at their offices, or pass in transit through their hands, in order that the provisions of the *Postal Guide* may be strictly complied with.

3. In most circles there are some post offices at which parcels are known to be regularly posted for Burma, and supervising officers may be able to ascertain by local enquiry whether there are any grounds for suspecting that opium smuggling is being carried on from these places. The matter should therefore also receive their attention.

### 54. Packing of human and other viscera for transmission by post.

*Circular No. 24, dated 20th July 1891.*— \* \* \* \*

*Government of India, Home Department (Judicial), Resolution No. 12 (Judicial)/927-938, dated 6th July 1891.*—RESOLUTION.—It has been brought to the notice of the Government of India by the Director-General of the Post Office that the rules relating to the packing of human or other viscera for transmission by post are frequently neglected, and that very serious complaints have been made on the subject by the Inspector-General of the Railway Mail Service. It is reported that packages with contents of this nature are generally packed in tin cases, the instructions as to the use of glass bottles with methylated spirits and an outer wooden case being frequently altogether neglected, with the result that if any injury occurs to the tin case in transit, great inconvenience and risk results to the postal officials concerned.

2 The orders referred to in the preamble are still the standing rules on the subject, and the Governor General in Council invites the attention of all Local Governments and Administrations to the necessity of insisting on strict compliance with those orders.

[READ AGAIN.—Home, Revenue and Agricultural Department Resolution Nos. 2/68-77, dated the 20th January 1880, containing rules in regard to the transmission by post of packages containing human or other viscera for chemical examination, and Home, Revenue and Agricultural (Judicial) Department Resolution Nos. 14-1001-1002, dated the 14th September 1880, modifying rule VII of the rules contained in the above-quoted Resolution.

READ ALSO.—Letter from the Director-General of the Post Office of India, No. 662-C., dated the 27th May 1891.]

[*Government of India in the Home, Revenue and Agricultural Department (Judicial), Resolution No. 2/68-77, dated 20th January 1880 (issued with Director-General's Circular No. 156, dated 6th February 1880).*—RESOLUTION.—Some cases have recently occurred in which packages containing

READ AGAIN.—The following papers regarding the transmission by post of packages containing human or other viscera for chemical examination.

Judicial Proceedings for August 1879, Nos. 70 to 74.

READ ALSO.—The undermentioned replies from the Local Governments consulted on the subject :—

Government of Bengal, No. 3493, dated 22nd September 1879.

Government of the N.W. Provinces and Oudh No. 1389, dated 28th August 1879.

Government of the Punjab No. 759-C., dated 29th August 1879.

to a Chemical Examiner for analysis in connection with a magisterial enquiry, was refused by a local Deputy Postmaster on the ground that it contained an offensive article within the meaning of paragraph 9, section 2, of the Postal Regulations.

2. The result has been to show that the proper working of the Postal Department will be endangered, unless such packages are transmitted in absolutely secure cases. At the same time, if such parcels could not be transmitted by post, the result might be a serious risk of the failure of justice in many cases of poisoning. Under these circumstances the Governor General in Council, after consulting the Local Governments in the Bengal Presidency, has resolved to prescribe the following rules for experimental adoption in regard to the mode of packing substances of the nature above described :—

- (1) The suspected *viscus* or other portion of the body to be sent for examination should be enclosed in a glass bottle or jar, fitted with a stopper or sound cork.
- (2) If liable to decomposition, it should be immersed in methylated spirits of wine, which should be used in the proportion of one-third of the bulk of the material.

*N.B.*—The use of spirits of wine in packing *viscera* should be invariable, whether the season is hot or cold, and care should be taken that common bazar spirit is not used.

- (3) The stopper or cork should be carefully tied down with bladder or leather and sealed. To ascertain that it has been securely closed, the bottle or jar should be placed for some minutes with its mouth down.
- (4) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick, being put between the bottle or the jar and the box.
- (5) The box itself should be encased in common garah cloth, which should be sealed in accordance with the usual rules of the post office as to parcels.
- (6) Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of the District Civil Surgeon.
- (7) The parcels should invariably be sent to the post office by the District Civil Surgeon, and not by a subordinate officer.
- (8) A declaration of contents to the officials of the Postal Department is unnecessary, and should not be made.

human or other *viscera* consigned to the post office have, during transit, become offensive, or positively dangerous, to the employés of the Postal Department in the sorting carriages attached to railway trains. One such package exploded; another was so offensive that it was buried by the Post Office officials. An instance has also recently been brought to the notice of the Government of India in which transmission of a package containing a human stomach, and sent to the post office for the purpose of being forwarded

3. The Governor General in Council trusts that these rules will be very carefully observed, and that they will obviate the recurrence of any inconvenience or danger to the employes of the Postal Department. It will be understood that they are not intended to interfere with any rules already prescribed by the Local Governments for the proper transmission of such bodies, but merely refer to packing when such packages are sent through the post office.]

### 55. Employment of pensioned native soldiers in civil capacities.

[See also S. O. 61 and 65.]

*Circular No. 26, dated 24th July 1891.*—I have the honour to forward, for your information, Government Circular in the Military Department, No. 20-P., dated 9th September 1890, regarding the employment of pensioned native soldiers in civil capacities. ....

2. It will be seen that a postman's appointment is included among the posts mentioned in paragraph 3 of the Government Circular, in which it is thought that pensioned native soldiers may be properly employed, and I trust that the heads of all circles will do everything in their power to secure that the employment of pensioners in this capacity shall be given a full and fair trial. There may be some difficulties about education, and, so far as the present lists show, not many of the pensioners themselves are desirous of becoming postmen, but the subject should receive careful attention. In Germany and, it is believed, some other countries, the postman class is almost entirely recruited from pensioned soldiers, and, though the circumstances with which we have to deal in India may be different, still there are obvious advantages everywhere in securing the services of men of established good character and habits of discipline for the work of postmen.

3. As the only men admitted to the registers of the Military Department ..... are men of good character, it may not be necessary to require such of them as may be employed as postmen to furnish security; but this is a matter which must be decided by heads of circles with reference to local knowledge and experience.

\* \* \* \* \*

*Government of India, Military Department, Circular No. 20-P., dated 9th September 1890.*—The Governor General in Council has been pleased to sanction the following regulations for the employment of pensioned native soldiers in civil capacities.

2. The object is to popularise military service amongst the recruiting classes of India by enabling native soldiers to earn some addition to their pensions after they have retired from the service. It is sought to provide a ready means of communication between employers and pensioners who are

desirous of employment, and the Governor General in Council trusts that all concerned will further the object in view as far as may be in their power. Pensioners will continue to draw their usual pensions, the receipt of which will in no way be affected by their acceptance of situations.

3. The posts in which pensioned native soldiers might be employed are as under:—

Chaprasis or messengers in Government offices, both civil and military.  
Darwans and chaukidars in Government and other offices.  
Pointsmen, gate-keepers, watchmen, etc., on railways.  
Foresters, forest-guards, peons, etc., in the Forest Department.  
Village and station postmen.  
Warders, etc., in jails.  
Employment as darwans, chaprasis and in various other capacities by private firms and tradesmen, contractors, planters, mill-owners and others.

4. Applicants desirous of employment should apply—

(1) to the Officer commanding the regiment to which they belonged, or (2) to the Deputy Secretary, Government of India, Military Department.

\* \* \* \* \*

7. The fact of the applicants' names being recorded in registers for employment will not bind them in any way to accept any post that may be offered to them.

It is, however, to be understood that only the names of those men should be recorded regimentally in the rolls who are recommended by Commanding Officers as thoroughly deserving of employment, and who, from their age, character, state of health and bodily activity, are believed to be in every way capable of performing the duties for which they volunteer.

The names of men who apply for employment through other sources than the Officer commanding their regiment, as mentioned in paragraph 4, will, if they are not so recommended on reference to their regiment, be finally struck out of the rolls.

8. The officer in charge of the business will act as a medium between the employers and the pensioners, and will afford any information that may be required on either side, but applicants and employers once placed in communication together should ordinarily settle all details between themselves.

9. Reservists may record their names for employment, but the employment must be on the understanding that their annual attendance for training is not to be interfered with.

10. It should be especially mentioned in the rolls if any men are qualified as clerks, mechanics, artificers, etc. It should also be stated, with reference to the preceding section, whether the men are reservists.

11. When applicants are once provided with employment, Government will undertake no further part in the business. The railway fares or other expenses of the men to their destination will be paid either by the men themselves or by their employer. Any advances that may be made on behalf of the men will, however, be forwarded to them through the Military Department.

\* \* \* \* \*

56. Hired buildings occupied as post offices.

G. O. No. 21, dated 9th September 1891.—I have the honour to forward, for your information, a copy of the orders of Gov-



ernment on the subject of the application of rule 25 (n) of Chapter V of the *Civil Account Code* to the hired buildings of the post office

2. It will be seen that the rule is in future to be applicable to hired buildings other than actual post offices .....

3. Some hired buildings, such as post offices and accommodation for mail agents at railway stations rented from railway companies, may ..... have to be dealt with exceptionally, and ..... any representations ..... on the subject will be duly considered.

*Government of India, Financial Department, letter No. 3220, dated 31st July 1891, to Comptroller and Auditor General.*—In reply to your letter No. 535, dated the 29th June 1891, I am directed to say that the Governor General in Council sanctions the exemption of post offices, engaged in receiving and delivering letters, from the operation of that portion of rule 25 (n), Chapter V, of the *Civil Account Code*, which requires the production of a certificate from the Executive Engineer in support of the first charge of every year for the rent of a building occupied by a public office.

## 57. Acceptance of bearing press messages at combined offices.

***Circular No. 65, dated 9th January 1892.***— \* \* \* \*

2. Heads of circles are requested to arrange that the signallers attached to —(1) all combined offices authorised to book foreign telegrams, and (2) all combined head offices shall make themselves acquainted, as soon as possible, with the rules for the treatment of such telegrams, so that they may be ready at any time to be examined with a view to their obtaining the certificate prescribed [in the *Post Office Manual*, Volume V, Appendix No. 9.]

3. In dealing with proposals for the acceptance of bearing press messages at combined offices, the head of the circle should take measures, in communication with the Divisional Superintendent of Telegraphs, to obtain the necessary authority of the Director-General of Telegraphs should the combined office concerned be a head office, or an office that deals with foreign telegrams. In these cases previous reference to this office is not required, but the fact that the combined office has been authorised to accept bearing press messages should be reported for the information of the Director-General.

4. In the case of combined sub-offices, which are not authorised to accept foreign telegrams, the approval of the Director-General of the Post Office is necessary, and, therefore, when the question of obtaining the requisite authority for any such combined office arises, the proposal should be submitted to this office, which will take the necessary steps to obtain the authority of the Director-General of Telegraphs.....In submitting the proposal, the head of the circle should report the circumstances which have led to it, and state whether the signaller has obtained the prescribed certificate.

### 58. Special procedure in respect of parcels for and from Hyderabad State.

*Director General's letter No. 12196, dated 15th February 1892, to Postmaster-General, Madras.*—It has been decided that in future the original receipts of parcels for the Hyderabad State will be retained in the Hyderabad Imperial post office for subsequent submission to the circle examiners, and that only copies of the receipts will accompany the parcels to the Mogalai post office.

2. These copies of receipts will bear the impression of the special stamp supplied to the Hyderabad Imperial post office, and as they will accompany re-directed parcels to their new destinations, the postmasters of receiving post offices should pass them unchallenged on observing that they bear the impression of the special stamp referred to.

3. The special stamp is an obliterating stamp with the name 'Hyderabad, Deccan' on the upper side of the rim,... ..

### 59. Government claims against an officer's pay take precedence over court attachments.

[See also S. O. 60.]

#### G. O. No. 17, dated 9th September 1892.— \* \* \* \*

*Secretary of State's Despatch No. 81, Military, dated 23rd June 1892 [communicated to Director-General under Government of India, Financial Department, No. A/3538, dated 31st August 1892].*—I have to acknowledge the receipt of Your Excellency's Military Despatch No. 57, dated 4th May 1892, asking for information on the question whether

Question whether claims by Government against an officer's pay can take precedence of orders of Civil Court. claims by Government against an officer in respect of subscriptions to service or regimental funds, or recoveries on account of advances of pay, should take precedence of an order of a Civil Court for the attachment of a moiety of an officer's pay.

2. Your Despatch refers first to subscriptions and donations to service and regimental funds, and public claims, such as retrenchments and disallowances by the Accounts Department. As to these, I am advised that the Advocates-General of Bombay and Bengal are correct in their view that, by the combined operation of sections 136 and 151 (3) of the Army Act, 1881, they cannot be deducted or taken into account in ascertaining the amount of any officer's pay, one-half of which is attachable by a Civil Court under the latter section, unless in the case of any such deduction it be authorized by Act of Parliament or by Royal Warrant.

3. Somewhat different considerations apply to advances of pay. The claims considered in the preceding paragraph are in the strictest sense deductions from pay, that is to say, sums never paid, but kept back. Advances are sums already paid, and are therefore not paid a second time. Under the rules governing advances of pay, the effect of such an advance is that it is a prepayment, to the extent of one-fifth of its amount, of the officer's pay for each of the five months during which the advance is to be recoverable. And, having regard to the whole language of section 151 (3), and particularly the use of the word "stopped" at its close, I am advised that, although the "pay, or other public money payable to the debtor" means his whole pay, still, what can be attached in the hands of Government is what they can stop, that is, the unpaid balance of that pay. The effect of this would be that when an order is made against half the pay of an officer under section 151 (3),

if he had received an advance which was not yet cleared off, the instalment of the advance for any month provided for by the rules should be deducted, and the attachment would operate not upon half the balance, but upon the balance to the extent of half the entire pay if the balance were more than half that pay, and upon the whole balance if not more than half the pay.

4. It is, of course, impossible to say what view a Court of Law might take of the matter, and it is one which might come before the Court in India at any time. But the view above expressed is the one on which I think your Government might act, unless and until some other rule is judicially laid down.

## 60. Attachment of privilege leave allowances.

[See also S. O. 59.]

**G. O. No. 23, dated 24th October 1892.**— \* \* \* \*

*Government of India, Financial Department, telegram No. 3758-P., dated 13th September 1892, to Comptroller, Burma.*—.....Privilege leave allowances should be treated as other leave allowances in respect of liability to attachment.

## 61. Training of non-commissioned officers and men of the Native Army for postal employment.

[See also S. O. 55 and 65.]

.. **Circular No. 64, dated 8th November 1892.**—As a practical measure for giving effect to the policy of employing pensioned soldiers of the Native Army in the post office, it has been arranged, with the concurrence of His Excellency the Commander-in-Chief, that a system of training non-commissioned officers and men, while they are still in service, for postal work to be undertaken after their retirement, should be introduced experimentally in the Punjab.

2. The procedure to be followed is described in the appended memorandum. The main objects in view have been first to provide, if possible, a larger field of employment in the post office for pensioned men of the Native Army, and then to bring Commanding Officers, who have the chief interest in finding such employment for the good conduct men of their regiments, into direct communication with the heads of circles, and finally to ensure that the men themselves shall realise beforehand the actual nature of the duties they will be called upon to perform, and that they shall further have some practical training in these duties before the time for retirement comes.

3. It was originally contemplated that pensioned men of the Native Army should be employed as postmen, but experience has shown that they are not likely to be suited for this class of work. There are other appointments, however, such as those of packers

and mail peons, which they will be able to fill, and it is hoped that some amount of employment may be given to them in these capacities. It also seems possible that non-commissioned officers and others may be found fitted for the position of branch postmasters, and in one or two instances in the Punjab they have already been placed in charge of small town sub-offices.

4. The matter is still considered experimental, as we require more experience before it can be promised that a regular field of employment should be provided in the post office, but I shall be glad that the system described should be introduced, as soon as convenient, in the North-Western Provinces and Oudh, and it is desirable that the heads of other circles should know what is being done.

*Memorandum as to the training of non-commissioned officers and men of the Native Army for employment in the Post Office.*

Commanding Officers of native regiments will be instructed to arrange that such non-commissioned officers and sepoys as may wish to obtain employment in the post office after retirement should be allowed to attend the post office at the place where the regiment is stationed, while they are still in service, for the purpose of receiving some training in postal work.

2. The employment for which it is contemplated that non-commissioned officers and sepoys may be suitable is classified as under :—

- Branch postmasters.
- Sub-postmasters of small town offices.
- Packers and stampers.
- Mail peons.
- Letter-box peons.
- Chaukidars.

3. Should any non-commissioned officer or sepoy who is about to retire be desirous of obtaining any such employment, the Commanding Officer should forward an application, with the following information, direct to the Postmaster-General of the province, or head of the postal circle :—

1. Name of soldier who desires employment in the post office.
2. Rank and corps.
3. Age.
4. Character.
5. Class of employment desired
6. Office or district in which he wishes to work.
7. Probable date of retirement.
8. Qualifications—

(a) English, whether colloquial, or a knowledge of reading and writing.

(b) Vernacular languages, as above.

In the case of sepoys who are only applicants for the place of chaukidar information need only be given under the first seven heads.

4. As a test of an applicant's knowledge of English or of the vernacular languages with which he may be acquainted, he should be required to write down, from a book he has not seen before, about 25 lines dictated by an officer of the corps, and also to read aloud from a manuscript he has not seen

before. The officer should then note on the back of the dictation paper the result of the oral examination, and send the original papers to the Postmaster-General.

5. With this information before him the Postmaster-General will be able to judge for what postal work the applicant is generally suited, and will communicate to the Commanding Officer the probable nature of the duties which applicant would have to undertake, the rate of pay he would receive, and the likelihood of his being employed in the district which he may have selected.

6. Should the applicant be willing to accept such employment, subject to his giving satisfaction when under training, the Postmaster-General should be informed, and should also be told the date from which, and the hours of the day during which, the applicant will be allowed to attend the local post office. The Postmaster-General will then issue the necessary orders to the postmaster at the place where the regiment is stationed, to allow the applicant to attend the post office at these hours, and to give him certain duties to perform. Commanding Officers will be expected to see that such men attend punctually and conduct themselves properly while under training.

7. The Postmaster-General will arrange to have the men under training examined in post office rules and as regards their general fitness for the duties they may have to undertake, and will then finally inform the Commanding Officers concerned what actual employment, pay, etc., he is prepared to give each man, either at once, or as vacancies occur. A register will be kept in the Postmaster-General's office of the names of such men as the Commanding Officer shall signify to the Postmaster-General are willing to accept the places for which they have been pronounced to be suited. Should there be a post office at the place where a retired non-commissioned officer or soldier whose name is borne on the Postmaster-General's register, resides, there will be no objection to his attending the post office to keep up his postal knowledge.

## 62. Special commission on sales of large-sized registration envelopes.

[See also S. O. 69]

*Circular No. 70, dated 2nd December 1892.*—\* \* \* \*

3. The sanction of Government has now been obtained to the grant of a special extra commission of a quarter anna in the rupee to stamp vendors and postmasters on all sales of the large sized registration envelopes, and the special attention of all postmasters (head, sub, and branch) should now be drawn to this. The extra commission will, it is hoped, give them an interest in bringing these envelopes before the public.

\* \* \* \* \*

## 63. Compulsory registration not applicable to pay orders issued by Military Pay Department.

*Circular No. 77, dated 20th December 1892.*—It seems necessary to remind all officials of the post office that the rule as to

compulsory registration ..... is not applicable to orders for the payment of money issued by the Military Pay Department.

2. In a recent case a double registration fee was charged on a cover posted by a Military Pay Office, on the ground that it manifestly contained a cheque. This action was incorrect, as the orders for the payment of money issued by the Military Pay Department whether in the form of a cheque or in any other form, are exempted entirely from the operation of the rule regarding compulsory registration.

#### 64. Connection of Government officers with the Press.

*Circular No. 80, dated 5th January 1893.— \* \* \* \**

2. It is now considered advisable [with reference to the orders of Government regarding the connection of Government officers with the Press], to also circulate for general information and guidance the following extract from the Proceedings of the Government of India in the Home Department (Public), No. 22-A., dated 3rd June 1885 :—

His Excellency the Viceroy and Governor General has, within the last few months, observed, not infrequently, in the columns of the daily papers, items of official information of a confidential character, which can only have reached the Press through an indiscretion or want of reticence on the part of those officers of Government who have had to deal departmentally with the subject-matter of the editorial paragraphs in question. In former days, when India was comparatively isolated, when there were no telegraphs, and when newspapers were neither numerous nor widely circulated, the mischief arising from such violations of official reticence may have been less apparent, but now that every statement, however inaccurate or incomplete, which has any bearing upon pending questions of policy or administration, is reported from one end of India to the other, and from India to Europe in the course of a few hours, the case is very different, and the embarrassment thus caused to the Government becomes at times a matter of very serious moment.

2. It must be clearly understood that no officer of Government, not specially authorised in that behalf, is at liberty to communicate to the Press, either directly or indirectly, information of which he may become possessed in the course of his official duty. A similar professional reticence should be exercised by all officers of Government in their private and unofficial intercourse with non-official persons and even with officers of Government belonging to other Departments. His Excellency the Viceroy and Governor General does not for a moment intend to debar officers of Government in private life from the same freedom in the discussion of public events which is enjoyed by all Her Majesty's subjects, but when an officer has, in the course of his duty, become possessed of special information not yet made public, he should always be strictly on his guard against the temptation of divulging it, even to other servants of Government, when these are not officially entitled to his confidence. Irresponsible persons hearing facts of interest mentioned without reserve in the course of general conversation, can scarcely be expected to refrain from repeating them to others, and thus giving them a premature and too often a garbled currency.

3. His Excellency the Viceroy and Governor General feels sure that he has only to invite the attention of the officers of Government to the importance of this matter to secure their earnest co-operation in putting a stop to such casual and unpremeditated breaches of official confidence. Officers of Government are bound to be as reserved in respect to all matters that may come within their cognizance during the discharge of their public duties, as lawyers, bankers, or other professional men, in regard to the affairs of their clients.

4. For the due communication to the Press of such information as may unobjectionably be given to it, departmental arrangements must be made under proper authority.

## 65. Employment of pensioned native soldiers in civil capacities.

[See also S. O. 55 and 61.]

**Circular No. 31, dated 26th August 1893.**— \* \* \* \*

*Government of India, Military Department, Army Circular No. 00, dated 15th May 1893.*—With reference to clause 175, India Army Circulars, 1890, it is notified for general information that from 1st April 1893 the officers in charge of the six recruiting districts named in the margin have been entrusted with the working of the scheme for the employment of native military pensioners in civil capacities.

1. Peshawar for Pathans.
2. Rawalpindi for Punjabi Mahomedans.
3. Sialkot and Dharamsala for Dogras.
4. Amritsar for Sikhs.
5. Delhi for Jats and Hindustani Mahomedans.
6. Lucknow for Hindustani Hindus.

2. All applications by heads of departments, civil and military officials and the general public, for the services of pensioned soldiers, should be made direct to the officer in charge of the district concerned.

3. Lists of men in want of employment similar to those hitherto sent by regiments to the Military Department will be sent, in future, to the district recruiting officer, who enlists recruits of the caste of the men concerned. These officers will keep a register of such men, in which the nature of employment which each man desires and is best fitted for, as well as his age, qualifications, and character, should be recorded.

4. When employers in want of men of any particular class apply to the district recruiting officer concerned, they should state their wants fully and the terms offered; district recruiting officers will use every endeavour to select and send only such men as are in all respects suitable.

5. The district recruiting officer concerned will act as a medium between the employers and pensioners, and will afford any information that may be required on either side, but applicants and employers once placed in communication with each other should ordinarily settle all details between themselves.

\* \* \* \* \*

## 66. Chubb's locks to be obtained through Stationery Office.

**Circular No. 50, dated 30th October 1893.**—..... The permission given ..... to indent on Aligarh for Chubb's patent locks is cancelled, and these locks should in future, when required, be obtained only by indent on the Stationery offices.

*Government of India, Financial Department, Resolution No. 4075 S. R., dated 18th September 1893.*—RESOLUTION—Under the Resolution in the Finance and Commerce Department, No. 185, dated the 10th January 1883, Chubb's locks, like other articles of European manufacture, should be obtained from England by indent on the India Office, but it appears that they are often obtained in the local markets. This practice should cease, and the locks be obtained by indent on the India Office. As they are in constant demand in most public offices, it will be convenient in practice and economical that the indents should be made on the Stationery Office and by it be sent to the India Office.

2. His Excellency in Council accordingly directs that in future Chubb's locks should be obtained through the Stationery offices and included in the general stationery indent.

\* \* \* \* \*

67.

#### Economy in official envelopes.

*G. O. No. 21, dated 3rd November 1893.*—It is a matter of common post office experience that official correspondence is frequently enclosed in covers that are too loose and too long, and this matter has again been brought to notice in the reports from heads of circles received in connection with the enquiry as to the bundling of official articles.

2. The Postmaster General, Madras, has lately been in correspondence with the Madras Government on this subject, and, as the result of this, orders have been issued by that Government that closer supervision should generally be exercised as regards the covers of official letters. The attention of all officers has further been drawn to the following direction among others:—

The contents of a cover should, as far as possible, be always of the same size as the cover itself. The enclosure of a small packet in a large cover, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit.

3. It would seem desirable that Local Governments and Administrations in other provinces should also be addressed on the subject, and I shall be much obliged if you will take the necessary action in the matter with reference to local experience and knowledge .....

68.

#### Rural Delivery.

*Circular No. 63, dated 19th December 1893.*— \* \* \* \*

6. The following system, which aims at a closer supervision by the inspector over the rural delivery, has been introduced, with success, in the Punjab circle, and may be adopted where thought advisable in other circles:—

Two sets of the village postman's register ..... and visit-book ..... are kept for each village postman—the sets being used during alternate months. At the beginning of each month the set of



books used in the previous month is sent to the inspector for scrutiny. The inspector issues such orders as he may think necessary, and then submits a note in the accompanying form on the result of his examination of the books, either direct to the head of the circle, or to the divisional superintendent, as may be prescribed. About the 28th of the month the inspector returns the books to the post office concerned.

*Note on the result of examination of the register and visit-book of \_\_\_\_\_, village postman, attached to the (Head, Sub or Branch) office, for the month of \_\_\_\_\_ 189 .*

1. Have the instructions contained in rules 283, 284, and 285 of the *Post Office Manual*, Volume III, [3rd edition] been complied with by the village postman?

2. State the number of articles delayed for more than 5 days and more than 8 days at the post office, and is this of common occurrence?

*Note.—The entry in the register of the date of receipt of each article\* will enable the inspector to give this information.*

3. Do the entries in the books show both the day and date on which each village is visited?

4. Do the signatures of headmen and other persons appear to be genuine?

5. Have you tested any of the signatures in the register or visit-book of this postman? If so, with what result?

6. State the number of articles taken out for delivery during the month by the village postman, and the number returned as undeliverable. What is the percentage of paid articles returned as compared with the unpaid returned?

7. State the number of articles collected by the village postman during the month (registered or unregistered).

8. What is the average distance per day travelled by the village postman during the month?

9. State the number of trips made during the month and the average duration of each trip.

10. State what steps have been taken to check irregularities noticed.

No. \_\_\_\_\_, dated \_\_\_\_\_ 189 .

Submitted, in original, to the Postmaster-General, \_\_\_\_\_, on \_\_\_\_\_ 189 . The books were returned on the following dates :—

*Inspector, Post Offices,  
Sub-Division.*

No. \_\_\_\_\_, dated \_\_\_\_\_ 189 .

Transmitted, in original, to the Superintendent of Post Offices, \_\_\_\_\_ Division; attention is invited to the following :—

*Postmaster-General.*

\* This special entry is prescribed in the Punjab by a special order of the Postmaster-General.

**69. Special commission on sales of large-sized registration envelopes.**

[See also S. O. 62.]

**Circular No. 67, dated 2nd January 1894.**—With reference to paragraph 3 of this office Circular No. 70 of the 2nd December 1892, it should be understood that the special extra commission of a quarter anna in the rupee on all sales of large registration envelopes, sanctioned as an experimental measure for one year, will be continued until further orders.

**70. Supply of official publications to Government Departments**

**Circular No. 86, dated 26th February 1894.**— \* \* \* \*

*Government of India, Financial Department, Resolution No. 812-S.R. dated 17th February 1894.*—RESOLUTION — \* \* \* \*

Official publications issued in India, such as the Civil Lists, the Codes of the Financial or Public Works Department, the Army Lists, etc., may be supplied to offices, the cost of which is charged to Imperial or Provincial Revenues, only under instructions from the Departments of the Government of India or the Local Governments. In such cases no payment should be required for books of this class. Local Fund Boards and Municipalities can obtain, on payment, copies of such publications from the office where they are on sale.

The *Indian Postal Guide* and the *Government Telegraph Gazette* are exceptions to this rule. Those publications should be obtained from the Postal and Telegraph Departments, respectively, on cash payment by officials and others requiring them.

Publications like the Madras and Bombay Army Lists, which, though issued under the authority of Government, are published by a private press, are also excluded from the operation of the rule. Payments for the number of copies of such publications taken by Government will be recovered by the press on bills submitted against the Department concerned, or against the Superintendent of Stationery, Calcutta, when the publications are obtained through the agency of that officer under the rules prescribed in the Resolution in this Department No. 5967, dated 1st November 1888.

**71. Supply of punkahs to post offices.**

[See also S. O. 81.]

**G. O. No. 37, dated 28th March 1894.**—Replies have now been received from all heads of circles to circular letter No. 62, of the 17th August 1893 regarding the supply of punkahs to post offices, and it is clear that it is not desirable to lay down any absolute rules on the subject to be applied uniformly to the whole of India. In several parts of India punkahs are not needed and are not ordinarily

used by men in the position of our head-postmasters, while in other parts of the country punkahs are a necessity during the hottest months of the year, and have in many cases already been provided at the cost of either the State, or the postmaster and his establishment.

2. It was stated in the circular letter that it might now be recognised that punkahs should, when required, be supplied at the cost of the State to head-offices and heads of circles should in future act upon this ruling. The estimate for a new head-office to be erected by the Public Works Department should include provision for such punkahs as are considered necessary, and they will be kept in repair in the same way as office furniture. For existing head-offices in which punkahs are necessary, and have not already been provided, arrangements can be made according to the discretion of heads of circles and according to the nature of the buildings. As regards the character of the punkahs, only general remarks can safely be made. It is not desirable to have low punkahs, for the office establishment ordinarily consists of men who are not accustomed to punkahs in their own homes, the wind from punkahs hung low would blow about letters and papers and cause inconvenience, and the low punkahs would themselves obstruct the postmaster's general view of the office and thus interfere with his supervision. There should be a small punkah, hung at the usual height, for the use and comfort of the postmaster and inspecting officers; and, when practicable, as it generally will be, there should be one or more high punkahs attached to the small one in such a way that both or all of the punkahs can be pulled by one man. The high punkahs will help to keep the air in circulation without causing inconvenience to the establishment in moving about the office, and without risk of loss to letters that would be blown about by punkahs hung at the usual height.

3. As regards the pulling of punkahs, when provided, it is impossible to lay down any general rule. In some cases it appears that during the short time for which punkahs are really needed, they can be, and are now, pulled by some servant attached to the office. To this there is no objection when the man's other work does not suffer. In other cases it will be necessary to employ a punkhawala, and in such cases application for sanction should be submitted in the usual way; but only in the rarest cases, where the heat is extreme and the office is a very large one, should more than one punkhawala be asked for.

4. With these general remarks I leave the matter in the hands of heads of circles.

72. Establishment of a post office to be considered as a whole in proposals for increased establishment.

*Circular No. 3, dated 13th April 1894.*—.... The whole establishment of a post office, so far as it is available, is . . . . at the post master's disposal for every class of work, and the existence of a separate establishment for telegraph or district post work, or even an additional charge for such work, is therefore always an item that should be considered [in proposals for increased establishment].

2. It is so generally the custom of the country for a man to perform only one kind of work, however little it may be, that, although the principles of the combined office system have been frequently enunciated, postmasters still in many cases look upon the postal and telegraph branches of their offices as distinct, and do not realise the necessity of using the spare labour available in either the postal or telegraph branch to meet an excessive amount of work in the other branch. . . . .

### 73. Quarterly list of officers in the Post Office.

*Circular No. 5, dated 14th April 1894.*—In the list..... of officers in the post office whose maximum pay is R200 and upwards the following additions have been made:—

(a) A general gradation list of postmasters in the minor circles whose maximum pay is R200 and upwards.

(b) A list of postmasters in the minor circles in the highest grade below the grade of R150—200.

2 These additions to the list have been made to indicate that postmasters of all the minor circles are considered together, not only for appointments of R150—200, but also for higher appointments in the grade of postmaster. It must, however, be clearly understood by postmasters whose names appear in the two new lists that their seniority and position in the lists are not, and cannot be, the only considerations in the grant of promotion and bestowal of appointments. Special merit, the qualifications of the different candidates, the vernacular languages with which they are acquainted, their distance from the office to be filled and other matters must be considered in each case as it occurs.

### 74. Economy in public expenditure.

*G. O. No. 6, dated 7th May 1894.*— \* \* \* \*

*Government of India, Financial Department, Resolution No. 2162-Fx., dated 30th April 1894.*—RESOLUTION.—It is advisable to remind both expending

and controlling officers of the duty incumbent upon them of scrutinising, and reducing to the lowest amount consistent with the proper administration of the public service, the expenditure which they have to incur or to control.

2. There are large branches of expenditure, such as those connected with "contingencies," "supplies and services," "travelling allowances," and the like, in which it is necessary, for purposes of economy, that the expenditure should, from the very beginning of the year, be regulated with the view not only of keeping within the Budget estimates (which is the ordinary obligation of every officer concerned), but of keeping well within them, if possible, so as to effect as large a saving as practicable.

3. Moreover, experience shows that in the larger supply departments especially, new demands arise during the year, which it may have been impossible to foresee in time for entry in the estimates.....

4. The Governor-General in Council considers it desirable also.....to remind all officers that, for the incurring of expenditure, two conditions must be present *independently*—

(1) The expenditure must be within the limits of the originally sanctioned Budget estimate, or of some "extra grant" sanctioned by competent authority in addition to the original estimate.

(2) The expenditure must have been sanctioned as expenditure by superior authority, unless it is within the sanctioning powers of the expending officer.

Neither of these two conditions implies the other, and it is the duty of the expending officer to satisfy himself that both are present.

5. Although it is sometimes, in occasional extraordinary circumstances, necessary for an expending officer to disburse money, or to engage to do so, in the absence of one or both of these conditions, he must remember that he is taking upon himself a responsibility for which he has to give a due account, and he is bound at once to report his action for regularisation,

## 75. Control and supervision of inspectors' work and tours.

*Circular No. 28, dated 26th July 1894.*—In my circular letter No. 11440 of the 14th December 1893, I consulted all heads of circles on the expediency of introducing a monthly summary of inspector's work as a standard form. The importance of the subject was evidently appreciated by the officers consulted, and many of the reports have gone very fully and deeply into the matter.

2. There is a general agreement among heads of circles that the work of inspectors needs more control and supervision than it has hitherto received; and many of the officers consulted hold the opinion that a special monthly summary of each inspector's work is necessary to secure the object in view, and have already prescribed forms of a more or less elaborate character. On the other hand, strong opinions have been expressed by several officers that the existing rules and forms.....are sufficient to secure the desired object, and that all that is necessary or desirable is that the subject should receive more

attention from both superintendents and heads of circles. It has been urged with force that what is required is that inspectors shall do their work, that what they do is or might be clearly and sufficiently shown in their diaries, that it is not desirable that their time should be taken up in filling up any more forms than are now prescribed, or that the time of superintendents should be taken up in checking additional summaries, and that it is not expedient to transfer the supervision of inspectors from superintendents to the head of the circle and to weaken the responsibility of superintendents and further centralise the administration in the Postmaster-General by more rigid rules than now exist. The number of inspectors in the larger circles varies from 14 to 46; and it cannot be doubted that it would be a very serious addition to the obligatory work of a Postmaster-General if he were compelled by rule to examine every month a summary of each inspector's work in the form proposed or actually adopted in some circles. There is much force in the contention of some heads of circles that we should aim at impressing on superintendents their own responsibility for the supervision of their inspectors; and that, while the rules, if observed, are sufficient for the purpose of control, heads of circles have it in their power generally or in particular cases to require any plan of tours, general or special returns, or summaries of inspection work that they may find to be necessary in the case of individual inspectors or in the case of the inspectors under individual superintendents. On the whole, therefore, and in view of the opinions expressed by different officers of experience and judgment, I have decided not to prescribe any new form of summary of inspector's work and to modify but very slightly the rules as they now stand regarding the supervision of the work of superintendents and inspectors by the head of the circle.

3. I trust, however, now that attention has been called to the admitted necessity of a close supervision over the work of inspectors, that heads of circles will not lose sight of the matter, but will impress the importance of the subject upon their superintendents and themselves see systematically that the tours of both superintendents and inspectors are arranged in a reasonable way so as to secure a proper amount of inspection work without excessive travelling. The rules, as they stand, prescribe that each inspector shall submit weekly diary to the superintendent, and in future a copy of the inspector's travelling allowance bill should be attached to his last diary for the month. It will, moreover, be prescribed that the diary of an inspector or superintendent should show clearly not only every post office visited or inspected, but also the name of every village visited (with the name of the post office under which it lies) and the time spent

at each office and village. Ordinarily not less than four days should be spent on the inspection of a head office, two days on a sub-office, and one full day on a branch office. The last diary of the month prepared by an inspector should have a note at the end giving (1) the total number of days spent on tour, (2) the number of days spent at head quarters, (3) the number of head, sub, and branch offices inspected, (4) the number of villages visited; and it will be further prescribed that the four diaries of the month and the copy of the travelling allowance bill which accompanied the last diary shall be forwarded by the superintendent to the head of the circle and be placed before him, so that he will be able to see both whether the tours were properly arranged, and whether the inspector has, on the whole, done a reasonable amount of touring and inspection work. It has been suggested by one officer who has gone very fully into the matter that it would be well to prescribe the maximum number of days that an inspector may be at his head quarters in a month and seven days (including Sundays, holidays, and casual leave) has been suggested as a maximum. It has also been suggested that a minimum number of inspections for a month should be laid down, and eight has been suggested as a suitable number. Both these matters, however, will, I think, best be left to the judgment of heads of circles ....

4. Several of the officers consulted have suggested that provision should be made in the proposed form of summary of inspector's work for information on various points which demand the special attention of inspectors on their tours, such as village delivery work, the genuineness of signatures of headmen and others in visit books, letter-box tests, and the need for additional postal facilities. As, however, it has been decided not to prescribe a new form for general use, it is not necessary here to discuss these suggestions in detail. Any head of a circle or any superintendent can require information on particular points to be given in the diaries; but care should be taken to avoid any unnecessary increase of work and not to require information already provided for in the inspection report forms, in the quarterly inspection statement....., in the statement of test letters....., or in any other prescribed form or return. The diaries of inspectors and superintendents will always give information regarding any special investigations conducted by them; but it is by watching each case and insisting on the prompt submission of the special reports called for, rather than by the examination of diaries and travelling allowance bills, that the action of a superintendent or inspector in criminal cases and investigations can be best controlled and delays best prevented.

\* \* \* \* \*

**76. Supervising officers' responsibilities in connection with sub-office balances.**

*Circular No. 92, dated 6th March 1895.*—Two cases of fraud by sub-postmasters that have recently come before the Director-General make it desirable to again warn superintendents and supervising officers generally of the necessity of observing and enforcing the rules relating to post office balances.

2. The rules and orders on the subject are quite clear and it is unnecessary to repeat them. The authorised maximum and minimum balances of a sub-office are fixed with reference to the known transactions of the office and the pay of the sub-postmaster, and if a supervising officer allows the authorised maximum to be exceeded even once or twice, without satisfying himself that there is a reasonable explanation, he runs a serious risk. If he allows the authorised maximum to be constantly exceeded on any ground without at once going fully into the matter and either revising the arrangements for

\* With the Postmaster-General's sanction, if required by the rules. financing the office or raising\* the maximum balance, he makes himself responsible for any fraud that may be facilitated by his neglect. A similar responsibility attaches to a head-postmaster or superintendent who does not correct and check a sub-postmaster when it appears—to the head-postmaster from the daily accounts and to the superintendent from the monthly copies of the sub-office account—that the sub postmaster, when remitting his surplus collections, retains more than the rules allow, *vis.*, the authorised minimum balance in the case of an office which ordinarily collects more than it pays away, and the authorised maximum in the case of an office which ordinarily pays away more than it collects.

3. In ....the *Manual*, supervising officers are cautioned against dealing in a routine manner with cases in which excessive balances are retained by sub-postmasters, but this caution was neglected in both the cases referred to at the beginning of this circular.

4. In the earlier case, the superintendent, when inspecting the sub-office, noticed that the balances were constantly beyond the authorised maximum, and the sub-postmaster gave as a reason that he could not remit often to the treasury owing to the sub-divisional officer being on tour. Instead of communicating at once with the sub-divisional officer or the District Officer to ascertain if the excuse was true, and then, if necessary, taking up immediately the question of raising the maximum balance and the pay of the sub-postmaster, the superintendent contented himself with writing about a month afterwards to the sub-postmaster to ask if the sub-divisional officer made no arrangements to keep the treasury open when he was on



tour. Again, when the sub-postmaster showed, day after day liabilities equal to about half his monthly payments of money orders, the superintendent, although he had his office head-quarters at the head office station, sent the daily excess memoranda to the sub-postmaster for report as to whether the money orders were paid and the sub-office balance was reduced. The sub-postmaster kept the superintendent's questions without reply, and the matter went no further until the frauds were accidentally detected. In this case too it appeared that the head-postmaster passed on to the superintendent with the remark "satisfactory" the memoranda .....which gave, as a justification for excessive balances, liabilities many times the amount of the authorised maximum balance of the office. Although these alleged liabilities were out of all proportion to the ordinary transactions of the sub office, the head postmaster neglected the warning... and the instructions contained in.....the *Manual*, and took no steps to see whether the liabilities shown from day to day were cleared by paid money orders and were real or fictitious. Such excuses as heavy liabilities, the closing of the sub-treasury and the receipt of money from other sub-offices and from the public after treasury hours, were accepted without verification as a justification for the constant retention of balances beyond the authorised amounts though both the postmaster and the superintendent could tell from the daily accounts and the monthly copies of the sub-office account that the excuses were false and probably made—as they were actually made—only to cover misappropriation and fraud by the sub-postmaster.

5. In the second case, the sub-postmaster did not even attempt to justify his continued disobedience of orders, but contented himself with promising, day after day, to remit money to the treasury ; and though the balance went on increasing and the head-postmaster repeatedly called attention to the excessive balances retained, the superintendent took no steps to force compliance with the rules.

6. In each case the monthly copies of the sub-office account were, for many months, not scrutinised in the way prescribed by... ..the *Manual* and month by month the monthly copies were filed without a single remark or order of the superintendent, although each monthly copy showed grave irregularities and indicated possible fraud by the sub-postmaster through the retention of excessive balances which were kept even when remittances were being made to the treasury. Each monthly copy also showed that the actual balances were constantly outside the authorised maximum limit, that remittances were not made to the treasury as often as the rules prescribed that when remittances were made, the amounts remitted were far

less than the rules required and that either a revision of the actual arrangements for the disposal of collections or a revision of the authorised maximum balance was urgently necessary.

7. In each of these cases the sub office, was at a sub-treasury station, and the sub-postmaster began his frauds by retaining comparatively small amounts in excess of the authorised maximum. Had the sub-postmaster, on the first breach of the rules, been warned that no excuse would or could be accepted for not remitting to the sub treasury on the first opportunity after the balance reached its authorised maximum or (as his receipts were far in excess of his payments) for not remitting down to the minimum whenever he made a remittance, he might well have been stopped in his career of crime and saved from judicial conviction and punishment—2½ years' rigorous imprisonment in the one case and 7 years' rigorous imprisonment in the other case.

8 In both of the cases referred to, it was found necessary to enforce the responsibility of the superintendents ~~how~~ neglected the rules and the Appendix No. 18, Standing Order No. 76, page 507-fraud. On *Para. 8.—Line 2: for how read who* was deprived  
deprived, ~~for every~~ *for every* ~~who~~ *who*

9. The Director-General trusts that these cases will serve as a caution to all supervising officers, and that no similar instance of neglect, bringing discredit on the Post Office as well as on its supervising officers, will again occur.

#### 77. Liability of sender of ordinary parcel for damage and loss caused by such parcel to insured parcels.

**G. O. No. 43, dated 14th March 1895.— \* \* \* \***

*Director-General's memorandum.*—A silk dress in an insured parcel was damaged by an escape of oil from an uninsured parcel and the question whether the sender of the parcel containing oil was liable civilly for the compensation paid by the Post Office to the sender of the silk dress was referred to the Advocate-General. The opinion of the Advocate-General was as follows :—

"I am of opinion that the sender of the oil is liable if the leakage is due to his negligence in not properly packing his parcel."

#### 78. Submission of monthly abstract of register of sent messages by combined offices to the Directorate.

**Circular No. 11, dated 20th April 1895.**—With effect from the 1st May 1895 every combined office will submit direct to the Director-General on the first of every month a copy of the *last*

"Abstract" of the register of inland sent messages.. for the previous month .. The Abstract should be despatched without any covering letter, in an unregistered postal service cover addressed to the office of the Director General, Calcutta.

### 79. Limit of withdrawals from Public and Regimental savings bank accounts.

[See also S O. 89, 102, 103]

**Circular No. 16, dated 3rd June 1895.**— \* \* \* \*  
The limit of Rs. 3,000 for withdrawals [from public and regimental savings bank accounts] within twelve consecutive months without notice has been reduced to Rs. 2,000 in the case of these accounts. The limit of Rs. 2,000 will, however, apply only to new public, regimental or other conjoint accounts opened after these revised rules came into force and will not be enforced in the case of any such account already in existence until the balance has fallen to Rs. 2,000. Thus, if the depositor of a public, etc., account opened under the old rules gives the prescribed notice of his intention to withdraw Rs. 3,000, his application will be complied with, provided his balance has not previously been reduced to Rs. 2,000 by withdrawals made since the revised limit was introduced \* \* \*

### 80. Execution of deeds, contracts, and other instruments by postal officers.

**G. O. No. 5, dated the 8th June 1895.**— \* \* \* \*

*Government of India, Home Department (Judicial) Resolution No 3 Judl./485-501, dated 28th March 1895*—RESOLUTION—In exercise of the power conferred by the 33rd and 34th of Victoria chapter 59, section 2 and of all other powers enabling him in this behalf, the Governor General in Council is pleased, in supersession of existing orders, to declare that the undermentioned classes of deeds, contracts, and other instruments referred to in the 22nd and 23rd of Victoria, chapter 41, section 2, may be executed as follows—

G.—In the case of the Post Office—

- |   |   |
|---|---|
| I. Contracts and other instruments relating to the business of the Post Office  | } By the Director-General of the Post Office. |
| II. Contracts and other instruments relating to the business of the Post Office managed by a Postmaster-General or Officer exercising the powers of a Postmaster General. |   |
- By such Postmaster-General or Officer exercising the powers of a Postmaster-General subject to any limit prescribed by Departmental orders.

\* \* \* \* \*

its offices.

Standing Order No. 81, pages 508 and 509—

office G/O.

No 37 [S O. 71], dated the 28th March 1894, instructions were issued for the supply of punkahs to head offices and it was stated that the Director-General was prepared, in certain cases, to sanction the employment of punkahwalas. Since then the question of extending this privilege to the case of superintendents' offices has been under consideration, and the Director-General is now prepared to sanction the employment of a punkahwala in their case, when the superintendent's office is not held in the building in which he lives.

2 This privilege will be subject to the general principle that punkahs are not to be sanctioned in parts of India where they are not ordinarily provided, and as regards the period for which punkahwalas are to be allowed, heads of circles will be guided by the general practice in Government offices. It will not be necessary to employ punkahwalas continuously throughout this period, as superintendents are constantly absent from head-quarters, and arrangements should therefore be made to entertain men temporarily. It is not intended that punkahs should be provided while the superintendent is absent from his office.

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**82 Exchange compensation allowance to be included in estimated cost of new or revised establishment.**

**G. O. No. 18, dated 3rd October 1895— \* \* \* \***

*Government of India, Financial Department, Resolution No. 4672-Ex. dated 30th September 1895*—The Governor General in Council has had under consideration the question whether exchange compensation should or should not be included in estimates of cost when proposals are submitted for the entertainment of additional or for the revision of existing establishments, an estimate which excludes the allowance cannot be regarded as complete, and uniformity of practice in the matter is obviously desirable. His Excellency in Council is accordingly pleased to direct that in all cases in which exchange compensation allowance is practically certain to be an element of any proposed expenditure, it should be included in the estimate of cost and should be calculated at the rate adopted in the budget estimates of the year.

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**83. Remittance, through Post Office, of forest revenue to treasuries and advances to disbursers**

**G. O. No. 23, dated the 4th November 1895.**—..... Attention .... is specially invited to the fact that what is actually contemplated in the Government orders is the use of *ordinary* money-orders by the Forest Department; so that no special forms or arrangements are required.

*Government of India, Revenue and Agricultural Department, Circular No. 17/34-11-F, dated 26th September 1895, [communicated to Director-General, Post Office, under Financial Department letter No. 4784-A, dated 8th October 1895].*—The enquiry made in the Circular of this Department, No. 25-F,

dated the 17th October 1843, has elicited the fact that in certain provinces the plan of remitting, through the Post Office, forest-revenue to treasuries and advances to disbursers has been adopted with success; and the Government of India think that a similar procedure might with advantage be introduced in other provinces. A new rule will accordingly be inserted in the Forest Department Code authorising such remittances wherever they may prove to be advantageous, under such instructions as each Local Government or Administration may prescribe. A copy of the rules in force in the Madras Presidency is appended for information.

### APPENDIX.

Rules for the remittance by means of postal money orders, of Forest-revenue to treasuries and of advances to disbursers in the Madras Presidency.

1. (i) *Remittance of revenue*.—District Forest Officers should provide themselves, as well as their range and other revenue remitting officers, with ordinary inland money order forms in books with counterfoils, such as are obtainable at all post offices, and these alone should be used, all particulars of the remittance being noted on the counterfoil.

2. The remitter should make out a money order on one of these forms, filling in the name of the most convenient Post office and other particulars, and making it payable to the officer in charge of the treasury, and should send it with the cash to the post office. He should note briefly on the coupon such particulars of remittance as may be necessary for the Treasury Officer's information.

3. The Treasury Officer, on receipt from the post office of the money-order, will sign and date the money order and return it to the post office after cutting off the strip containing the coupon and acknowledgment. He will forward to the District Forest Officer the advice list prescribed, together with the corresponding strips consisting of the coupons and acknowledgments of all money orders received during the day.

4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the post office when the money order was issued.

5. The commission paid on money orders will be charged to the budget head B III (f) in the Departmental accounts.

6. (ii) *Remittance of advances*.—In remitting advances to disbursers the same procedure as that prescribed in rules 1 and 5 above should be followed; but the amount of the money order and the commission may be paid into the post office either in cash or, where the post office is at a treasury or sub-treasury station by a cheque drawn in favour of the postmaster on such treasury or sub-treasury. The latter course can only be adopted when the remitter has a banking account with the treasury or sub-treasury concerned.

7. The money order will be treated by the post office as an ordinary inland money order and acknowledgment sent to the remitter in due course. The remitter's accounts will be supported by this acknowledgment as well as the receipt referred to in rule 4 above.

### 84. Collection of customs duty on packets of books received as parcels through P. & O. Co.

*Circular No. 59, dated 31st December 1895*.—Book parcels received at Bombay through the agency of the Peninsular

and Oriental Steam Navigation Company are subject to customs examination and assessment of duty in the same way as inward foreign parcels. Thereafter they cease to be treated as parcels, and are forwarded to the offices of destination as book packets.....

2. .... With the object of bringing the recovery of such items of customs duty under check by the Comptroller's office along with similar recoveries of duty on other articles of the letter mail, it is now directed that the instructions contained in [the *Post Office Manual*] shall be applicable, *mutatis mutandis*, to book packets received in this country as parcels through the agency of the Peninsular and Oriental Steam Navigation Company, and charged at Bombay with customs duty. When duty is assessed on such a packet, information as to the amount of the duty to be collected will be communicated by the Bombay Office to the office of delivery by means of an assessment memo. in the form prescribed by the [*Manual rules*.] This memo. will be forwarded to the office of delivery in a postal service registered cover, the remark—"Customs duty R\_\_\_\_\_ assessed at Bombay, *vide* assessment memo. forwarded under this office registered cover No. \_\_\_\_\_" being written on the cover of the packet. When the amount of the duty, and of any postage that may be due, has been paid, the packet should be delivered; the postage realised should be brought to credit in the usual way in the letter postage account, and the amount representing the customs duty should be accounted for by affixing postal service postage stamps to the assessment memo. The latter should then be dealt with like assessment memos, relating to other articles of the letter mail.

85

### Conveyance of horses and camp equipage.

**G. O. No. 1, dated 18th April 1896.**— \* \* \* \*

*Government of India, Financial Department, Resolution No. 1603-Ex., dated 10th April 1896*—RESOLUTION.—It has been brought to the notice of the Government of India that the provisions of Article 1093 of the *Civil Service Regulations* are sometimes applied to cases in which it does not appear that the interests of the public service require officers to send their horses or camp equipment by steamer or railway. In framing the rule contained in Article 1093 and in allowing Local Governments to delegate their powers under that rule to Heads of Departments and other authorities, it was not the intention of the Government of India that officers should, when making ordinary journeys on tour or transfer, be entitled, in addition to drawing travelling allowance, to convey their horses or camp equipment at Government expense even when the nature of their duties requires them to maintain horses or camp equipment. The rule was intended to meet the more or less exceptional case of an officer requiring, for the discharge of his official duties, to make

use of his horses or camp equipment in one place immediately or very shortly after having had to use them in the public service in another place, and who is therefore obliged in the interests of the public service to convey them by railway or steamer. It is only therefore when it is shown that public interests would suffer if an officer sent on his horses or camp equipment by road or country cart, or (in cases of distant transfers) if he sold and replaced them, instead of despatching them by the quickest means at his command that the cost of their conveyance by rail or steamer should be sanctioned. It also follows that the concession should not be made to an officer who sends forward his horses in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance, for that is the very charge which the travelling allowance is in such a case meant to defray. Nor can the rule be applied to meet the charges for conveyance to the officer's station of a horse or of equipment purchased from a place at a distance.

2. The Government of Bombay have from time to time issued orders with a view to restrict the application of Article 1093 to the cases which it is intended to meet, and in the opinion of the Government of India it is desirable that other Local Governments should issue instructions to a similar effect. The Government of Bombay require the authorities, to whom they delegate the powers conferred on them by Article 1093, to submit twice a year a return of sanctions given, with brief notes explaining the circumstances of each case. They also prohibit these authorities from sanctioning the conveyance at Government expense of more than two horses.

3. The Government of India do not desire to lay down a hard-and-fast rule limiting the powers at present conferred on Local Governments for the sanction of the conveyance of horses or camp equipment at Government expense. But in future Local Governments should confine the application of the existing rule to those cases to which the first paragraph of this Resolution shows they are meant to apply, and they should issue any instructions which may appear necessary to ensure that the authorities subordinate to them do not grant the concession in cases when the officers themselves should properly bear the charge of conveyance.

### 36. Disposal by heads of circles of petitions transferred to them by Director-General.

**G. O. No. 4, dated 26th May 1896.**—Every year I receive a large number of petitions direct from officers of the department or members of the public which have to be transferred for disposal to the heads of circles. In many of these cases reminders and further applications from the petitioners reach my office showing that the fact that the original petitions were transferred for disposal has not been communicated to them, or that the petitions have been filed by the heads of the circles to whom they were sent.

I shall be much obliged, therefore, if heads of circles will kindly remember that orders should always be passed in cases of this kind and communicated to the petitioners showing that their petitions have reached the Director-General, and what his action has been.

**87. Prohibition against shooting sacred animals in certain localities.**

*Circular No. 12, dated 9th June 1896.*—The accompanying Resolution of the Government of India ..... is circulated for the information and guidance of all concerned.

2. All postal officials are warned to abstain from shooting within 500 yards of any village, house, temple, mosque, or enclosure or from entering any house, temple, mosque, or enclosures without permission. Postal officials should abstain from trespassing upon or shooting over standing crops and are warned not to molest any domestic animals or to shoot such animals or birds as are looked upon as sacred, and not to shoot in tracts where shooting would be resented by the inhabitants. In cases in which lists of places in which shooting is not allowable, and of animals or birds which should on no account be shot or destroyed, have been prepared by district officers, heads of circles should arrange that copies of these lists should be obtained and the information made known to all postal officials in the districts in question.

*Government of India, Home Department, Resolution No. 16 (Public)/1458-83, dated 27th September 1895*—RESOLUTION.—In the Resolution\* read in

\* READ —  
Home Department Resolutions Nos.  
45-1755-70, dated 24th September  
1879.

the preamble Local Governments and Administrations were requested to instruct district officers to take every opportunity of warning Englishmen and others against entering on standing crops

for sporting purposes unless they first obtained the permission of the owners to do so. The Government of India have recently had brought to their notice a case in which a European, while out shooting, caused the death of two natives—in an affray arising out of the fact that he shot peafowl in the vicinity of a village. The rules issued by the Military authorities for regulating the grant of shooting passes to British soldiers provide all the safeguards that are practicable to prevent affrays between soldiers and villagers; but there are at present no orders ensuring that such warnings shall be given as may, so far as is possible, duly direct and regulate the conduct of sportsmen other than soldiers. The Governor General in Council accordingly desires that instructions should be issued by Local Governments and Administrations to district officers to warn sportsmen, whether Europeans or others, (1) against trespassing on standing crops without the consent of the owners; (2) against shooting peafowl, or other birds or animals which are looked upon as sacred, in the vicinity of villages or habitations; (3) against shooting domestic animals, such as dogs or pigs; and (4) generally against shooting in the immediate vicinity of villages, temples, and mosques.

**88. Articles received by foreign post, addressed to certain ruling Native Chiefs, exempt from customs duty.**

*Circular No. 25, dated 15th August 1896.*—Under orders issued in 1888 by the Government of India in the Foreign Department No. 18, Standing Order No. 88, page 513—  
*Para. 1.—Line 2: for issued read issued*



ment, all ruling chiefs of Native States in India whose permanent salute is not less than 19 guns have the privilege of importing, free of customs duties, articles intended for their personal use. A list of the Native rulers who are at present in enjoyment of this privilege is appended (*see below*), any articles of the letter mail received by the foreign post to their address need not, therefore, be treated in accordance with the procedure laid down in [the *Post Office Manual* relating to the collection of customs duty.]

2. At the same time it is necessary that it should be clearly understood that the prescribed notice calling upon an addressee to appear personally or by agent at the post office should not be issued to any ruling chief to whose address an article of the letter mail, believed to contain something liable to duty, may have been received; and I shall be much obliged if heads of circles will issue the necessary instructions on this point.

*List referred to in para. 1 of the foregoing circular.*

Maharaja (Gaekwar) of Baroda.  
Nizam of Hyderabad.  
Maharaja of Mysore.  
Begam (or Nawab) of Bhopal.  
Maharaja (Sindhia) of Gwalior.  
Maharaja (Holkar) of Indore.

Maharaja of Junmu and Kashmir.  
Khan of Kalat.  
Raja of Kolhapur.  
Maharana of Mewar (Udaipur).  
Maharaja of Travancore.

#### 89. Withdrawal in excess of limit from public accounts in post office savings bank.

[*See also S. O. 79, 102 and 103.*]

**G. O. No. 11, dated 17th August 1896.**— \* \* \* \*

*Director-General's letter No. 2136C., dated 11th August 1896, to Postmaster-General, Bombay.*— \* \* \* \*

2. .... The power of specially sanctioning withdrawals from public accounts in excess of the prescribed limit without notice is not reserved to the Director-General, and it is intended that the notice should be insisted on. It cannot, therefore, be too clearly understood that postmasters will be held strictly responsible if they allow withdrawals in contravention of the rules. Moreover in all cases in which the depositor of a public account applies to be exempted from giving the usual notice, he should be required to explain fully the reasons for asking for an exemption from the rule, and the application should not be forwarded to this office unless and until you are satisfied that there is special justification for treating the case exceptionally. I have also the honour to request that such applications may not be complied with in future without the previous sanction of the Director-General.

#### 90. Treatment of post-cards issued by Holkar State passing through Imperial Post.

**Circular No. 29, dated 22nd September 1896.**—The

Holkar State has issued, with the approval of the Government of India, a post-card of its own, and it has been decided that such post-cards when passing through the Imperial Post shall be recognized as having the character of post-cards. That is to say, instead of being treated as unpaid letters and taxed with double letter postage at inland rates, they will be treated as unpaid post-cards and taxed with double post-card postage at inland rates under [the provisions] of the *Postal Guide*.

91. Defectively gummed postage stamps.

*Circular No. 40, dated 7th November 1896.*— \* \* \* \*

2. It has now been decided that defectively gummed stamps returned to a post office shall invariably be utilised by affixing them with gum or paste to parcel receipts or to telegrams tendered for transmission. Defectively gummed envelopes returned by the purchaser should be exchanged for other envelopes at the local treasury.

92. Punkahwalahs for superintendents when on tour.

[See also S. O. 81.]

*G. O. No. 18, dated 21st December 1896.*—In June 1895 [S. O. 81] it was decided that when the office of a superintendent is not held in the house in which he lives he may be permitted to employ a punkah-wallah during the hot weather. At Government  
walahs are  
perintendent

Appendix No. 18, Standing Order No. 92, page 515—

*Cancel this Standing Order.*

further con-  
No. 153. ; for super-  
re on tour

during the hot weather. The punkahwalah should be paid at the customary local daily rate, and expenditure will be treated as a contingent charge to be passed under the authority of the superintendent.

3. It must be understood that the punkahwalah at the superintendent's head-quarters will still only be allowed while the superintendent is actually there and when his office is not held in the building in which he lives. The further concession now granted by paragraph 2 of this letter is however given whether the superintendent does or does not live in the house in which his office is held.

## 93. Grading and promotion of Superintendents.

[See also S. O. 48.]

**G. O. No. 21, dated 8th February 1897.— \* \* \* \***

5 In the future, as in the past, permanent vacancies due to the promotion of superintendents out of the grade of superintendent will be used, as far as practicable, to remedy irregularities under the circle system of promotion. Also, as hitherto, when among the officers permanently allotted to any particular circle at any particular time there is no officer eligible for an acting grade vacancy, the promotion will go to the senior eligible officer on the general gradation list. Absolute evenness of actual promotion in the several circles is however not aimed at. Irregularities of promotion are necessary incidents of service in different provinces and circles as of service in different departments. All that is aimed at is to make the *chances* of superintendents allotted to the different circles—not their actual promotion—as even as it is practicable to make them with due regard to the needs of the administration, and then from time to time, and as opportunities occur, to remedy any very serious irregularities that have actually occurred. There is no present intention to change the circle system of promotion or, as regards the promotion of superintendents, to centralise further than is indicated in this G. O. When a superintendent works as a superintendent in a circle other than the one to which he is permanently allotted he will, except under very special circumstances, receive promotion in the circle to which he is allotted and not in the circle in which he works, and the acting steps consequent on his promotion will go in the circle to which he is allotted, and not to the circle to which he is deputed.

## 94. Allowances to postmen and others acting as telegraph messengers to be treated as pay.

**Circular No. 69, dated 13th February 1897.—\* \* \* \***

*Government of India, Financial Department letter No. P. 601, dated 10th February 1897, to the Director-General of the Post Office of India.*—I am directed to acknowledge the receipt of your letter No. 45, dated 28th December 1896, and in reply to convey sanction to the proposal that the allowances drawn by certain postmen and other postal servants attached to combined offices for performing the work of telegraph messengers in addition to the delivery of postal articles, may be treated as pay for the purposes of pension, leave and acting allowances.

## 95. Telegraphic report to be made if a civil officer is killed or severely wounded by fanatics or others, or meets with sudden or violent death in exceptional circumstances.

**G. O. No. 24, dated 17th March 1897.— \* \* \* \***

*Government of India, Home Department, Circular letter No. 4 Public, 207-214, dated 22nd February 1897 [communicated to Director-General under Financial Department endorsement No. 1011 P., dated 5th March 1897].—...*

No. 109 (Military), dated the 17th December 1896.

No. 121 (Public), dated the 17th December 1896.

to forward ..... a copy of the despatches from the Secretary of State marginally noted, which contain orders as to telegraphing information respecting officers of the Civil Services who are killed or severely wounded by fanatics or others, or who meet with sudden or violent death in any very exceptional circumstances. I am to request that the report in such cases may be submitted to this Department.

*Secretary of State's despatch No. 109 (Military), dated 17th December 1896.—.....* I request that Your Excellency will issue instructions that the procedure for telegraphing information regarding the death or wounds of officers and men killed or wounded in action, or in the performance of duty, may be followed also on occasions when officers are killed or severely wounded by fanatics or others, or meet with sudden or violent death in any very exceptional circumstances. In such cases it is very desirable that this office should be in a position to give early information to the relatives and friends of the killed or injured.

*Secretary of State's despatch No. 121 Public, dated 17th December 1896.—* In my Military despatch No. 109 of this day's date, I have called upon Your Excellency to issue instructions that the existing procedure for telegraphing information regarding the death or wounds of officers or men killed or wounded in action, or in the performance of duty, may be followed also on occasions when officers are killed or severely wounded by fanatics or others, or meet with sudden or violent death in any very exceptional circumstances.

2. I have now further to request that the same course may be adopted with discretion, when officers of the Civil Services are killed or wounded in like circumstances.

**96. Outward foreign parcels not to be despatched by Calcutta-Bombay mail train via Jubbulpore on outward foreign mail day.**

[See also S. O. 99.]

**G. O. No. A, dated 12th June 1897.—.....** The mail train from Calcutta to Bombay via Jubbulpore is timed to arrive in Bombay at such an hour that the interval between its arrival and the departure of the homeward-bound mail steamer is only just sufficient to ship the mails brought by that train direct from the railway terminus. In order to make this possible, additional sorting work [has] to be done by the Railway Mail Service between Khandwa and Bombay on the day of departure of the mail steamer.

It [is therefore] impossible for the Railway Mail Service or the Bombay General Post Office to deal with foreign parcels sent by this train on the last day fixed for posting the foreign letter mail. As they will not be able to be forwarded to destination till the departure of the following mail steamer, and as their presence in the mail van on that day will interfere with sorting work the Director-General will be glad if all heads of circles will issue orders to the

post offices concerned not to forward foreign parcels posted for despatch by this train on the last day available for posting the foreign letter mail, but to detain them for despatch on the following day.

### 97. Indebtedness of Government officers.

**Circular No. 27, dated 12th August 1897.**—The following Resolution of the Government of India in the Home Department, No. 1032-49, dated the 9th June 1897, forwarded to this office under endorsement No. 2930-P., dated the 5th July 1897, by the Finance and Commerce Department, making certain additions to the rules circulated under Home Department Resolution No. 22/637-650, dated the 16th March 1888, is circulated for the information of all postal officers together with the Home Department Resolution of 1888, and No. 12 Pub./1556, dated the 31st May 1892:—

*Government of India, Home Department (Public), Resolution No. 1032-49, dated 9th June 1897.*—RESOLUTION.—It has been brought to the notice of the Government of India that Home Department Resolution No. 22—637-653 dated the 16th March 1888, conveying orders on the subject of the pecuniary relations of Government officers with persons who are subject to their authority, makes no provision such as is contained in section 6 of Regulation VII of 1823, for the case of pre-existing indebtedness on the part of civil officers to individuals resident in districts to which they may be posted. The Governor-General in Council considers such a provision desirable, and is accordingly pleased to direct that the following rule shall be added to the rules laid down in the Resolution quoted above:—

3. Any such officer, as is referred to in Rule I, who is appointed or transferred to a post in which he will be in a position to exercise official influence or authority over any person to whom he is under any pecuniary obligation, or to a post with local jurisdiction, within the limits of which any person to whom he is under any pecuniary obligation, resides, possesses property or carries on business, shall be bound to declare, without delay, the circumstance to the officer to whom he is immediately subordinate for report to the Government, and failing to do so shall be subject to the same penalty as if the obligation were incurred after his appointment or transfer.

*Government of India in the Home Department (Public), Resolution No. 22-637-650, dated 16th March 1888.*—RESOLUTION.—From the replies to Home Department Circular of the 14th October 1887, it appears that there are no uniform executive orders on the subject of the pecuniary relations of Government officers with persons who are subject to their authority, and as the Regulation VII of 1823 applies only to covenanted civil servants and only to such officers when serving in certain portions of the Bengal Presidency, the Governor-General in Council considers it desirable that definite instructions should now issue with the object of making the liability in this matter of all officers holding civil appointments the same throughout India. The Governor-General in Council is accordingly pleased to direct that the following rules shall be strictly observed in future:—

1. All covenanted civil servants, statutory civilians, uncovenanted officers who hold gazetted appointments, and Military officers in civil employ, are prohibited, under pain of dismissal, from taking loans from, or otherwise placing themselves under pecuniary

obligations to, persons subject to the official authority or influence of such Government officers, or residing, possessing property or carrying on business within the local limits for which such Government officers are appointed.

2. This prohibition does not extend to transactions in the ordinary course of business with Joint Stock Banks and British firms.

*Government of India, Home Department letter No. 12 Pub./1556, dated 31st May 1892, to Government of Madras.*—I am directed to acknowledge the receipt of your letter No. 193, dated the 24th March 1892, enquiring whether the orders contained in Home Department Resolution No. 22/637-53, dated the 16th March 1888, prohibiting public officers, under pain of dismissal, from

<p>Home Department Circular No. 4952-60, dated 28th October 1869. Home Department letter No. 1899, dated 25th April 1872.</p>	<p>taking loans from persons subject to their official authority or influence, should be regarded as cancelling the orders marginally noted, and whether uncovenanted officers holding non-gazetted appointments are permitted to borrow money from their subordinates.</p>
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2. In reply I am to say that the orders contained in the Resolution of 16th March 1888, had reference to gazetted officers only and were not intended to cancel the orders of 28th October 1869 and the 25th April 1872, which apply to uncovenanted non-gazetted officers. I am to explain that the difference between the orders of the 16th March 1888, affecting gazetted officers, and those in the circular of the 28th October 1869 and 25th April 1872, affecting non-gazetted officers, is that in the former case the prohibition is absolute, while in the latter it may be relaxed in exceptional cases at the discretion of the head of the office (subject to the control of the Local Government) as explained in paragraph 3 of Home Department letter No. 1899 of the 25th April 1872.

*Government of India, Home Department, Circular No. 4952-60, dated 28th October 1869.*—It having been brought to the notice of His Excellency the Governor-General in Council that it is not sufficiently well understood that uncovenanted as well as covenanted servants of Government are not to be permitted to borrow money from native residents in the districts in which they may be employed, I am directed to draw [attention] to the point and to request that, if orders have not already been issued on the subject, they may now be promulgated in the sense of those of the Hon'ble the Vice-President in Council, No. 1372, dated 14th July 1834, a copy of which is herewith forwarded for facility of reference.

*Government of India, Home Department, letter No. 1899, dated the 25th April 1872, to Chief Commissioner of Oudh.*—I am directed to acknowledge the receipt of your letter No. 3980, dated the 28th August last, on the subject of the ruling by which uncovenanted officers are prohibited from borrowing money from natives of the districts in which they are employed, and in reply to state as follows:—

2. What the Government of India intended in the orders of the 20th October 1869, by the words "uncovenanted officers" was generally all officers to whom the uncovenanted Service Leave and Pension Rules are applicable, including members of ministerial establishments. And such a definition is no doubt better than the one suggested in paragraph 3 of your letter, viz., officers whose names appear in the Oudh Civil List. Such a limit would exclude from the operation of the rule many uncovenanted officers whom it is expedient to subject to it. That subordinate officers employed in the Revenue Settlement should consider themselves exempt from the general prohibition would be anomalous and possibly mischievous.

3. It is so difficult to fix a limit, including some and excluding others of the uncovenanted class, that the Governor-General in Council considers it right to maintain the rule as applicable to all to whom the Uncovenanted Pension and Leave Regulations apply. But it should be clearly understood that this will not interfere with the discretion of the head of an office in allowing his subordinate ministerial officers to borrow in exceptional circumstances from persons with whom transactions would under the rule be ordinarily inadmissible.

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**98. Transfers of officials to fill temporary vacancies to be avoided whenever practicable.**

*G. O. No. 11, dated 10th September 1897.*—It has been brought to my notice that in some circles a considerable waste of money is incurred by unnecessarily numerous and expensive transfers of postal subordinates, especially in arrangements for filling up temporary vacancies.

2. Heads of circles are expected to exercise the most careful supervision, so as to prevent unnecessary expense to Government by such transfers; and I have the honor to ask that you will give this matter your constant and personal attention. Wherever possible, local arrangements to fill up temporary vacancies should be made. Where this is impracticable, the officials transferred should be selected from the nearest possible localities.

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**99. Outward foreign money orders for which Bombay is office of exchange not to be despatched by Calcutta-Bombay mail train via Jubbulpore on outward foreign mail day.**

[See also S. O. 96.]

*G. O. No. B, dated 25th September 1897.*—In continuation of Director-General's G. O. No. A, dated the 12th June last [S. O. 96], heads of circles are requested to issue orders to all post offices concerned not to forward outward foreign money orders, for which the Bombay General Post Office is the office of exchange, issued on the last day available for posting articles of the foreign letter mail, by the Calcutta-Bombay mail train *via* Jubbulpore, but to detain them for despatch on the following day.

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**100. Complaints and enquiries relating to telegrams.**

*G. O. No. 22, dated 4th January 1898.*—It has been brought to notice by the Director-General of Telegraphs that unnecessary correspondence is caused by the practice followed by some postal officials of sending complaints and inquiries relating to telegrams to

the Telegraph Department Check Office for enquiry and communication of the result. Under [the provisions] of the *Telegraph Guide*, such complaints should be addressed to the Superintendent, Check Office, but they should be sent "for disposal," and not for enquiry; and I have now to ask that this rule may be observed in future. It will be understood that every instance in which a postal official is in fault will be duly reported to his official superior by the Superintendent of the Check Office.

**101. Applications for refunds on unused reply-paid telegram passes.**

*Circular No. 49, dated 10th January 1898.*—It has been brought to notice by the Telegraph Department that in a number of cases applications for refusals on unused reply-paid passes for telegrams are sent by postmasters registered on postal service to the Check Office. This practice is irregular and must now be discontinued. Applications to the Check Office for refunds are not entitled to free transmission by post, still less to free registration, inasmuch as the claim is a purely private one. Applicants for refund should therefore be informed that they must address the Check Office direct paying the usual charges for postage, and also for registration, if they wish to send their applications registered.

**102. Withdrawal without notice from public savings bank accounts in excess of prescribed limit.**

(See also S. O. 79, 89 and 103.)

*Circular No. 55, dated 25th January 1898.*— \* \* \* \*

3. The number of cases in which excess withdrawals without notice from public accounts have been wrongly allowed by postmasters....., shows clearly that the subject is still either misunderstood or not treated with sufficient care, and this irregular practice

Append x No. 18, Standing Order No 102 page 521— withdrawal

Para. 3.—Line 4: for created read treated

No. 74

postmaster  
withdrawn is  
in 12 conse-

cutive months, and he must refuse to allow any withdrawal in excess of the prescribed limit of which six months' notice has not been given in advance by the depositor, as required by the rules.



4. .... To calculate the amount of withdrawal admissible without notice, the postmaster should ascertain the total amount already withdrawn during the previous 11 complete months and the current month: if this total is less than the prescribed limit (Rs. 2,000) the difference will be the amount that may be withdrawn. For example:—

Date of withdrawal.	Amount withdrawn.	
	R	
5th April 1897	. 200	
7th May "	. 200	
9th August "	. 250	
10th October "	. 300	
4th December "	. 100	
11th January 1898	. 100	Should an application for withdrawal be received on the 20th November 1898, the postmaster on calculating the withdrawals made from the account during the previous 11 months and the current month ( <i>i.e.</i> , from December 1897 to November 1898) would find that the total amounted to Rs. 1,850, leaving only a balance of Rs. 150 available for withdrawal without notice. Should the application for withdrawal be for more than Rs. 150, the depositor should be required to give six months' notice before withdrawing the excess.
8th February "	. 150	
5th March "	. 100	
13th April "	. 300	
6th July "	. 200	
7th August "	. 200	
14th " "	. 100	
5th September "	. 200	
7th October "	. 200	
11th November "	. 200	

NOTE.—In the case of any public account from which a withdrawal of a sum in excess of the prescribed limit without notice may have been allowed in the past (whether improperly by the postmaster or with the previous sanction of the Director-General), the period of 12 months may be calculated from the date of such withdrawal. For example:—

Date of withdrawal.	Amount withdrawn.	Excess withdrawn.	
	R		
6th October 1897	. 800	700	{ Improperly allowed by postmaster, but admitted under the special sanction of the Director-General.
13th November "	. 500		
5th December "	. 500		
11th February 1898	. 900		
9th July "	. 400		
6th August "	. 300		
22nd September "	. 200		
2nd October "	. 600		
10th November "	. 100		

The period of 12 months commenced afresh from the date of the excess withdrawal condoned by the Director-General. During the fresh period only Rs. 1,600 was withdrawn, and a further withdrawal of Rs. 400 therefore is still admissible.

5. Moreover, it has now been found necessary to treat the rule regarding notice as an absolute rule, and the special attention of heads of circles is invited to this point. It should be clearly understood that the rule requiring notice cannot be relaxed in future in favour of any public account, and that the fact that inconvenience will be caused to the holder of such an account, or that he was not aware that notice was required, is no sufficient ground for asking that the rule should be set aside.

6. ...A printed notice (in the form given on the margin) should be

## NOTICE.

Attention is specially invited to [the clause] of the Rules for Depositors in Post Office Savings Banks which is reproduced below. The prescribed notice will be strictly insisted on in all cases :—

The amount of withdrawals within 12 consecutive months from a public account is limited to Rs.2,000, unless the person who holds the account gives notice to the post office at which the account stands of his intention to make additional withdrawals. The notice must specify the amount to be withdrawn and be given six months in advance.

sent to every intending holder of a public account when the account is authorised by the head of the circle. In the case of existing public accounts a similar notice

(which should be prepared in manuscript) should be handed by the postmaster to the depositor on the first occasion on which the account is operated on after the receipt of this circular.

### 103. Withdrawals without notice from Regimental and other conjoint accounts in excess of prescribed limit.

(See also S. O. 79, 89, 102, 103, and 106.)

**Circular No. 56, dated 25th January 1898.**—Under... the Rules for Depositors the amount of withdrawals within 12 consecutive months from a regimental or other conjoint account is limited to Rs.2,000, unless the depositor gives one month's notice of his intention to make additional withdrawals. The Director-General, however, is specially authorised ..... to dispense with this notice in any case in which he may think fit to do so.

2. This dispensatory power is intended to be exercised only in cases in which the Director-General is satisfied that there is sufficient justification for exempting the holder of a regimental or other conjoint account from giving the usual notice to the post office ; as for instance, in the case of a regiment suddenly transferred or ordered on field service. If, therefore, an application for exemption from giving the required notice is received by the head of a circle from the Commanding Officer of a Native Regiment, or other holder of a conjoint account, he should ascertain from the applicant the circumstances which render the case urgent, and the reasons why the usual notice cannot be given, and should submit the application for the special sanction of the Director-General only if he is satisfied that reasonable grounds have been shown for claiming the exemption.

3. The number of cases in which the Director-General's sanction has been sought to enable the Comptroller to admit in audit withdrawals wrongly allowed by postmasters from regimental accounts in excess of the prescribed limit without notice shows that the rule as to notice has not been understood or that it has not been treated with sufficient care in the past. It must be clearly understood that

postmasters are not to allow any withdrawal from a regimental or other conjoint account in excess of the limit laid down in the rule cited above without the notice therein prescribed, unless and until the Director-General's sanction has been received. Whenever an application for withdrawal from a regimental or other conjoint account is presented at a post office, the postmaster must first see that the amount sought to be withdrawn is not in excess of the prescribed

\*No. 13, dated 25th January 1898 [S. O. 102].

limit. In a separate circular,\* on the subject of public accounts, the manner of calculating the period of 12 consecutive months has been explained. Postmasters should be guided by those instructions in dealing with applications for withdrawals from regimental and other conjoint accounts. If the amount entered in an application for withdrawal exceeds the amount of withdrawal admissible, such excess should not be paid,

#### NOTICE.

Attention is invited to [the clause] of the Rules for Depositors in Post Office Savings Banks which is reproduced below. The prescribed notice will be strictly insisted on in all cases:—

Except with the special sanction of the Director-General, the amount of withdrawals within 12 consecutive months from an account opened under this rule is limited to ₹2,000, unless the person who holds the account gives notice to the post office at which the account stands of his intention to make additional withdrawals. The notice must specify the amount to be withdrawn, and be given one month in advance.

but a notice in the form given on the margin (which should be prepared in manuscript) should be handed by the postmaster to the depositor or his agent or messenger.

#### 104. Letters for homeward-bound passengers by P. and O. mail steamers.

*Circular No. 61, dated 1st February 1898.— \* \* \**

2. Articles of the letter mail intended for homeward-bound passengers by the Peninsular and Oriental Company's mail steamers and addressed to the "care of the Mail Officer, Bombay-Aden sea post office," will be disposed of by the foreign mail sections of the Railway Mail Service working with the outward foreign mails and by the Bombay and Calcutta offices of exchange in accordance with the special instructions that will be issued on the subject. Other offices and sections receiving such articles should treat them exactly in the same way as correspondence addressed to Europe.

#### 105. Addresses in telegrams to be sufficiently complete to ensure delivery.

*Circular No. 69, dated 15th March 1898.— \* \* \* \**

2. It will be the duty of the official performing the work of signaller in a combined office to examine the address in every telegram presented for despatch in order to see that the information given by the sender regarding the name and residence of the addressee is sufficient to ensure the correct and prompt delivery of the telegram. At the same time care must be taken to prevent the inclusion of unnecessary particulars in the address. The information required to complete or revise the address should be obtained, if possible, from the sender or presenter of the telegram.

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**106. Sums withdrawn from public accounts after due notice to be excluded in calculating limit of Rs.2,000.**

(See also S. O. 79, 89, 102, and 103.)

**Circular No. 72, dated 30th March 1898.**—In paragraph 4 of this Office Circular No. 55, dated 25th January 1898 [S. O. 102], the manner of calculating the amount of withdrawal admissible without notice from a public account was explained. A further question having been raised as to whether, in cases in which the prescribed notice has been given by the depositor, the amount withdrawn on such notice should be reckoned in calculating the limit of Rs.2,000, it has been decided that such withdrawals should be excluded.

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**107. Stamping of British postal orders issued in India.**

**G. O. No. 1, dated 9th April 1898.**—Once more it has become necessary to ask attention to the importance of having distinct and legible impressions of the date stamp of the office of issue on British Postal Orders issued in India.

2. This matter was made the subject of a series of orders a few years ago, and it was hoped that the action taken by heads of circles had been successful in securing the desired end. A representation, however, has lately been received from the General Post Office, London, complaining that the dates on British Postal Orders issued in this country are frequently found to be quite illegible.

3. I beg that the matter may be taken up again in earnest, and that heads of circles will now satisfy themselves that every post office authorized to sell these British Postal Orders is in possession of a proper stamp for the purpose. It is a discredit to the Indian Post Office that this want of care should have again been made a matter for complaint, and I shall be much obliged if heads of circles will take serious notice of every instance of neglect that comes before them.

**108. Recovery of deficient postage or other postal fees in respect of prepaid parcels and of v. p. unregistered articles.**

**G. O. No. 7, dated 12th May 1898.**—[With reference to the

Note 1 to rule 423, Vol. I, 7th edition,  
 „ 1 „ 387, „ 11, 5th „

marginally cited rules of the  
 Post Office Manual], heads of

circles are informed that, while it will in almost all cases be necessary to enforce the responsibility of the parcel clerk of the office of posting for any deficiency of the kind contemplated by the Note, it is not intended to prohibit heads of circles from relaxing the rule in special cases where it is quite clear that the parcel clerk was not to blame, or where the penalty would be too great in comparison with the fault committed.

**109. Complaints, inquiries, and references concerning telegrams.**

**G. O. No. 9, dated 3rd June 1898.**— \* \* \* \*

*Director-General of Telegraph's letter No. 3331 T, dated 17th May 1898, to Director-General of the Post Office.*—I have the honor to report that the Superintendent, Check Office, has brought to notice that much work would be saved in his office, if, when complaints, enquiries, or references, are made to him by postal officials regarding telegrams that have been despatched, they would also furnish all information available regarding these messages. Particulars should be given of the stations from and to, the persons from and to, the date, and the time the message was despatched to the Telegraph Office. This information as to the time of despatch to the Telegraph Office is specially valuable, as it saves all the day's drafts of an office having to be searched through to find the required message, a matter of considerable importance in the case of large offices.

2. I should be much obliged if instructions to the above effect were issued by you, as references to the Check Office from postal officers are sufficiently numerous to make it desirable that the information given should allow that office to deal with a case with the least practicable loss of time.

**110. Receipt of testimonials and addresses by Government servants.**

**Circular No. 13, dated 13th June 1898.**— \* \* \* \*

*Government of India, Home Department (Public), Resolution No. 729-53, dated 6th May 1898.*—RESOLUTION.—By the rules attached to the Resolution

[\*READ—

Home Department Resolution  
 No. 29/1629-1645, dated the 22nd July  
 1887, regarding the receipt of testi-  
 monials and addresses by servants of  
 Government.]

above quoted[\*] all servants of Government are prohibited, subject to stated exceptions, from receiving complimentary or valedictory addresses in any form, or testimonials of any kind, and from attending public meetings or complimentary entertainments of a formal and public character held in their honour. Several instances have recently occurred in which arrangements for the presentation of testimonials have been made and subscriptions collected apparently in ignorance of the fact that the proceedings were irregular and that the rules

prohibit Government officials from receiving testimonials of any kind. It has also happened more than once lately that a formal character has been given to farewell entertainments such as are permitted by rule 3, by the publication in the newspapers of speeches made at them. The Governor General in Council in these circumstances finds it necessary to call the attention of Local Governments and Administrations to the rules, and to request that it may be again impressed on all officers that they must be strictly observed. With a view to bringing them to the notice of the public the Governor General in Council directs that they be republished in the *Gazette of India* and the *Gazettes of Local Governments and Administrations*. The rules do not apply to the receipt of addresses by the Head of any Government or Administration.

1. Save as in these rules otherwise provided, all servants of Government, Covenanted or Uncovenanted, are forbidden to receive complimentary or valedictory addresses in any form; or to accept testimonials of any kind; or to attend public meetings or complimentary entertainments of a formal and public character held in their honour.

2. The Government views with disfavour all similar manifestations in the case of retired officers, when following immediately upon their retirement from active service, and designed as an acknowledgment of acts done by them while in the service of Government.

3. It is not intended to prohibit such an expression of regard for the private or official character of an officer retiring from service, or leaving his station or district, as is involved in a farewell entertainment supported by his personal friends, even though some of these may be his official subordinates. But it is expected that the proceedings on such occasions will be substantially of a private and informal character.

4. Local Governments and Administrations are authorised to forward to an officer who has left a station or district the resolution of any local public body recording a vote of thanks to him for help and advice afforded during his official connection with the station or district.

\* \* \* \* \*

6. Nothing in the above rule is meant to prohibit compliance with the request of a public body that a Government officer should sit for his portrait bust, or statue in recognition of his public services; provided that the portrait bust, or statue is not intended for presentation to the officer concerned.

7. The participation of Government officers in the raising of funds for the foundation of scholarships, or for procuring a portrait bust, or statue as a spontaneous recognition of the services of a Government officer is not forbidden; but it should be clearly understood that any solicitation on the part of officers of Government for subscriptions from any person who does not voluntarily come forward to contribute is disapproved by the Government of India.

8. The previous sanction of the Government of India must be obtained to the relaxation of these rules in any special case in which the Local Government or Administration may think this desirable.

### III.

#### Use of jute bags.

**G. O. No. 11, dated 15th July 1898.**—The following recommendations of the Postal Committee of 1898, on the subject of the use of jute bags, are published for information and guidance:—

“We are of opinion that jute bags may be used by the Railway Mail

Service for the exchange of mails with post offices on the railway. The use of such bags on runners, and mail cart lines does not appear to us to be advisable, as the bags are not impervious to damp and are, moreover, very heavy."

## 112. List of non-dutiable articles likely to be imported by foreign letter post.

**G. O. No. 12, dated 16th July 1898.**—.....[The following is a list] of the articles likely to be imported into India by the foreign letter post, on which customs duty is *not* chargeable. This list is not of course a complete list of the articles which are allowed to enter India free of duty, but it is a list only of the non-dutiable articles which are likely to be sent through the *letter post*.

\* \* \* \* \*

*List of [customs duty] free goods likely to be imported through the letter-post.*

- (1) Articles belonging to the Government.
- (2) Articles intended for the private or official use of officers on board the vessels of Her Majesty's Royal Navy.
- (3) Books (printed) and pamphlets (printed), if not obscene; covers for printed books; maps, charts, plans, proofs, manuscripts and music. (Picture and toy books, printed forms, account and manuscript books, advertising matter and cards in booklet form are dutiable).
- (4) Bristles and fibres for brooms and brushes.
- (5) Cotton (raw) and cotton sewing thread, cotton twist and yarn.
- (6) Jute (raw) and wool (raw).
- (7) Decorations and medals when part of uniforms and imported by a public servant for his personal use.
- (8) Fishmaws.
- (9) Gold, bullion and coin (including antique coins).
- (10) Gum olibanum or frankincense.
- (11) Hops,
- (12) Malt.
- (13) Mother of pearl unmanufactured.
- (14) Notes, Bank or promissory.
- (15) Plants and bulbs dried for herbaria.
- (16) Precious stones (real) and pearls (real) unset.
- (17) Pulp of wood, straw, rags, paper, and other materials.
- (18) Quinine and other alkaloids of cinchona.
- (19) Rags.
- (20) Silver current coin of the Government of India.
- (21) Skins, raw or unsalted.
- (22) Specimens illustrative of natural science.
- (23) Tobacco, unmanufactured in leaf.

Appendix No. 18, standing order No 112, page 528—

*Add the following item to the list of non-dutiable articles*

Appendix No. 18, Standing Order No. 112, page 528—

*Add the following item to the list of non-dutiable articles* ‡ 209.

**113. Applications for continuance of temporary appointments or allowances requiring Secretary of State's sanction.**

**G. O. No. 18, dated 19th September 1898.— \* \* \* \***

*Government of India, Financial Department, Resolution No. 4031-Ex., dated 14th September 1898.*—RESOLUTION.—In the orders of March 1886,

[ \* READ—

Financial Resolution No. 1326, dated the 19th March 1886.

read in the preamble, [\*] the Governor General in Council directed that in future ap-  
plications for the renewal of

Appendix No. 18, Standing Order No. 113, page 529—

*Cancel this Standing Order which has been superseded by Standing Order No. 129.*

No. 210.

consideration and report to Her Majesty's Government before the termination of such sanction. These orders are not always observed, and delays, such as that noticed by the Secretary of State in referring, for orders, the continuance of temporary appointments for which the sanction of the Government of India or of the Secretary of State is required, have recently occurred in several cases. His Excellency in Council therefore desires that the remarks of the Secretary of State quoted in the preamble may receive due attention, and that every endeavour be made to apply for sanction to the continuance of temporary appointments and deputations or allowances in sufficient time to prevent his sanction having to be anticipated.

**114. Public criticism of Government policy by Government servants.**

**G. O. No. 24, dated 27th December 1898.— \* \* \* \***

*Government of India, Home Department letter No. 2300—2309/Public, dated 16th November 1898 [communicated to Director-General under Financial Department No. 5297-Gl., dated 30th November 1898].*—I am directed to forward a copy of a Despatch No. 144, dated the 6th October last, from Her Majesty's Secretary of State for India, on the subject of the public criticism of Government policy by Government servants, and to request that, ..... it may be circulated for the guidance of all Government servants.

*Secretary of State's Despatch No. 144 (Public), dated 6th October 1898.*—I have received your letter of the 14th July, with enclosures, relating to a speech delivered by Mr. Thorburn, Financial Commissioner of the Punjab, at Simla on the 24th of June.

2. It appears that on that day a paper was read in connection with the United Service Institution on the subject of the Tirah campaign, and that, in the discussion which followed, Mr. Thorburn took the opportunity of making what is said to have conveyed the impression of being "an attack of a deliberate and somewhat violent character on the policy and proceedings of the Government".

3. It is not surprising that this action on the part of Mr. Thorburn should at once have attracted the serious notice of his official superiors or that he should have found it necessary, within eight days of the delivery of the



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Appendix No. 18, standing order No 112, page 528—

*Add the following item to the list of non-dutiable articles likely to be imported by the foreign letter post:—*

(24) Pieces of wedding-cake sent as presents.

No. 209.  
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Appendix No. 18, Standing Order No. 112, page 528—

*Add the following item to the list of non-dutiable articles likely to be imported by the foreign letter post:—*

(25) Photographs in reasonable quantities, not intended for sale.

No. 221.  
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speech, to express his deep regret for his conduct. This apology your Government thought well to accept, and your acceptance was communicated to him through the Government of the Punjab in a letter, dated the 12th of July.

4. In these circumstances I have no intention of commenting on this particular incident so far as it affects Mr. Thorburn individually. But I think it right, while fully recognizing that every officer is entitled to form and to hold his own opinion on public matters, to record my entire agreement with Sir Mackworth Young's statement of the rules which must govern the conduct of Government servants in India. It should be distinctly understood that (to use his words) "a member of the Government service is not at liberty to make an attack upon what he knows or believes to be the policy or procedure deliberately approved by the Government", and that "it is no justification of such attack that he is actuated by conscientious motives or has a strong conviction of the correctness of his own judgment". I will add, further, that it is improper for any officer to convey to the public, whether in writing or in a speech or otherwise, any opinion upon matters of Government policy which are, or are likely to become, the subject of public discussion. It is, of course, inevitable that cases must from time to time occur in which the decisions of Government do not commend themselves to the officers who may have to carry them out. On such occasion the officers in question, after making proper representations to their official superiors, have only two courses open to them, namely, either to acquiesce loyally and silently in the decision of the responsible authorities, or to resign their positions in the service.

5. I am glad to have had of late more than one opportunity of stating publicly my high appreciation of the loyalty and self-devotion of the Indian Civil Service. Those qualities have never been more conspicuous than during recent years of difficult and anxious labour. But a clear understanding that the rules to which I have referred are in existence, and will be strictly enforced, can only tend to increase the efficiency of that service; and I request that your Excellency will take such steps as may seem to you advisable to make my views generally known, and to ensure that improprieties, such as that which you have on this occasion thought fit to condone, shall not be repeated in future.

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Appendix No. 18, ———,

*Paste this and the following additional paragraphs (115—121) between pages 530 and 531:—*

**115. Employment of paid and unpaid probationers.**

**G. O. No. 40, dated 3rd February 1891,—\* \* \***

2.....A paid probationer should not be called a paid probationer or be treated as a paid probationer, if he is given specific duties in a post office. It is always the tendency in an office—whether it be a post office or any other office—to cast the heaviest work on the lowest paid and youngest officer, but that is a tendency that supervising officers are expected to resist. When probationers have been sanctioned by the Director-General, they have been sanctioned as probationers to be available for deputation and not for specific daily duties; and if they have been or are, generally or any where, employed on the regular Post Office work, the purpose of their appointment has been wrongly ignored or lost sight of, and the error should be at once corrected .....

4. From what has been said above, it will be understood that it is desired to restrict the number of unpaid probationers to the number actually required to fill vacancies which cannot be filled by paid probationers. It is only by thus restricting the number of unpaid probationers that the evil of having men working as unpaid probationers for from two to six years—as has often happened—can be avoided. It may be that a considerable addition is required in some circles to the number of paid probationers in order to prevent the deputation of an excessive number of clerks, and the consequent employment of an excessive number of unpaid probationers in acting vacancies in head offices; and so long as the restrictions in rule 385\* of Volume III, are strictly adhered to, I shall be quite prepared to entertain proposals to increase the number of paid probationers. The number of paid probationers in each division should, in my opinion, be sufficient for at least half the average number of vacancies.

\* Rule 424 of the 3rd Edition.

**116 Explanation of the rules regulating transfers of Government**

*Officers to Foreign Service*

Appendix No. 18, Standing Orders Nos. 115 to 121 (added by

C. S. No. 14), page 530 (a)—

*Assign No. 116 to the standing order (G. O. No. 1, dated 282P.,  
7th April 1899, printed below Standing Order No. 115 : fre-  
quency*

kind, of officers who have not rendered the prescribed term of qualifying service, and who are not shown to possess such special qualifications as would justify an exception being made in their favour. In some cases the duties to be performed by them on foreign service involve no special responsibility or capacity, and the only apparent cause of their selection for transfer is their own desire to be transferred. The Governor General in Council thinks it desirable to call attention to the principles which regulate the transfer of officers to the service of Native States and public bodies.

2. As explained in Article 805, Civil Service Regulations, the Government of India do not lend their own officers to a foreign employer, unless it can be shown that the latter cannot otherwise obtain competent officers, and that political or public considerations require that the foreign employer should be assisted by the Government. Where these conditions are not satisfied, an officer of the Government, who in his own interests seeks to be transferred to foreign service, must be content to forfeit all claims on the British Government.

3. When, however, the loan of an officer is justifiable on public grounds, a further question arises as to the particular officer to be selected; and on this point the Government of India have laid down the rule that (with certain specified exceptions) the officer chosen shall have had ten years' qualifying service. It is opposed to the policy of Government to incur pensionary liabilities on account of officers who have abandoned their service. In the case, however, of officers who by a substantial term of service prior to transfer have established pensionary claims on the Government, which they cannot without hardship be required to forfeit, the Government accept contributions and undertake a continued responsibility for pension. But they cannot undertake this responsibility as they have been asked to do, on behalf of officers of only three, two, and even one year's service. The limit which is necessarily an arbitrary one, has been fixed at ten years, and it is desirable that this limit should be adhered to in all but clearly exceptional cases, even though its application may occasionally cause some difficulty in obtaining a suitable and willing officer.

4. The Government of India also take the opportunity of referring to another point on which misconceptions have arisen. It occasionally happens, especially in the cases of officers on low pay, that an officer is transferred from pensionable service to foreign service or service under a Local Fund, and the necessity for the payment of contribution is overlooked. Many years afterwards, when he is about to retire, it is found that his claims to pension have been forfeited by an omission of which both he and his superiors were unaware, and the Government are asked to accept arrear contributions on his behalf. It is at the same time represented, and correctly, that the case is one of considerable hardship, as the officer may have been transferred as a matter of routine posting, with no increase of pay or other advantage to himself. Again, officers of Government sometimes accept transfer to foreign service on a considerably enhanced salary and pay no contributions. The presumption is that they understood at the time that their service under the foreign employer would not count for pension, but accepted the position in view of the immediate increase of salary. At the end of their service, however, they ask to be permitted to revive their title to pension by the payment of contributions in arrear, or the offer to make such payment is made by the municipality or other body employing them, with the object of rewarding a long period of satisfactory service by the grant of pension.

5. In almost all such cases the Government of India find themselves compelled to refuse the concession asked for. Pension contributions are paid on principles of insurance and would at the present rates be quite insufficient to

cover the cost of the pensions ultimately payable if they were not levied till it became certain in each case that a pension would actually fall to be paid—just as no insurance company would agree to a life policy being taken out after the subject of it had actually died. The Government in fact guarantee the payment of an annuity commencing from a certain age and subject to such conditions as continued service and good conduct up to that age. It is a necessary condition of the acceptance by the Government of this liability that the monthly payments necessary to secure the annuity should be regularly made while the various risks involved, such as that of premature death, are still wholly contingent. Nor can the Government accept the view that the grant of pension in such a case is sufficiently justified by the fact of long and efficient service. It is an extremely rare proceeding to declare, as a reward of good service, that an officer's non-pensionable service should count for pension, and it does not seem advisable to permit that to be done in the case of foreign service and service under Local Boards which is practically inadmissible in the service of Government.

6. It is important, therefore, that the exact terms on which an officer is transferred should be considered and explained to him at the time the transfer is made. If it is intended that the right to count service for pension should continue, the payment of contributions should commence forthwith, and the officer should be warned that, if contributions are not paid at the time, arrear payments cannot subsequently be accepted except to the limited extent allowed under Article 832 of the Civil Service Regulations. The latter Article, it may be noted, applies only to the cases of foreign service of the first and second kinds.

7. Several recent applications have shown that in respect of Article 863 it is necessary to explain that there is no authority for receiving pensionary contributions, arrear or otherwise, from a local body for individual employes selected from among its establishment. The rule in Articles 863 of the Civil Service Regulations, authorises the Local Government to permit the administrators of a Local Fund to contribute for pensions from the General Revenues, for the whole of its permanent employes or for any specified classes of them. It is intended that the contributions should be calculated upon the total of the sanctioned salaries of the appointments in respect of which they are paid, without reference to the question whether the particular individuals who at any time hold the appointments are rendering qualifying service or not. The effect of a transfer to service under a Local Fund in the case of any particular individual is, therefore, that his service under the Local Fund will qualify for a pension from General Revenues if the appointment to which he is transferred is one of a class for which contributions are paid, whether his previous service under Government was qualifying or not; but it will not qualify if the appointment does not belong to such a class.

8. Finally, it must be remembered that officers transferred to foreign

\* Article 806 (v), Civil Service Regulations. service remain subject to the general disciplinary rules of Government service;\*

that they may not receive extra remuneration, whether as increased pay or in any other form, without the sanction of the Government of India or the Local

† Article 806 (iv), Civil Service Regulations. Government as the case may be;† and that no officer whether European, Eurasian or native in the service of, or in receipt of a pension from, the British

‡ Article 840, Civil Service Regulations. Government may accept a pension or gratuity from the Native State in which he is employed except with the sanction of the Government of India. ‡ Accord-

§ Notification of the Government of India in the Home Department, No. 437, dated the 25th July 1893. ingly in the case of a medical officer, the Circular of the same Department, No. 6 (Medical) dated the 26th Oct.

dance on Native Chiefs, Nobles and gentlemen of high position in a Native State continue to apply; while, except as provided in the rules last cited, permission is required before an officer who is actually occupying a Government appointment may undertake any duty on behalf of a Native State for remuneration. If the Native State and the officer concerned are subordinate to the same Local Government, the sanction of the Local Government is sufficient; in other cases the sanction of the Government of India is required. The same principle which forbids an alteration of pay also disallows a substantial change of duty without sanction.

### 117. Necessity for prompt disposal of enquiries and complaints relating to the payment of money orders.

*G. O. No. 14, dated 21st July 1899.— \* \* \**

I wish to ask the special attention of the heads of circles to the great importance of insisting on the prompt disposal of enquiries and complaints relating to the payment of money orders. I have lately had before me a case in which it was found necessary to order the refund of the amount of a telegraphic money order nearly two years after it had been wrongly paid, in circumstances which might have been cleared up in two months, and more recently, again, I have had another case before me in which more than three months were allowed to elapse before the sender of a telegraphic money order was informed that the order in question was lying unpaid at the office of payment. In this latter case the clear instructions on the subject

\* Rule 681, Volume I, 7th edition.  
Rule 537, Volume II, 5th edition.

contained in the marginally \* noted rules of the Manual had been alto-

gether neglected.

2. No branch of postal work commands a wider popularity than the money order system, and in order to retain the confidence of the public it is essential that every genuine case of complaint of mispayment, or delay in the payment, of a money order should be dealt with promptly and thoroughly. The danger of routine enquiries is especially great in such cases, and much can be done, much is being done already in some circles, by a watchful control on the part of the head of the circle to minimize this danger. I feel sure that the matter will now receive the special attention which it deserves, but it should be remembered that it is only by constantly looking into the facts of individual cases, as they occur, that the proper disposal of complaints of this class can be ensured.

dix No. 18, Standing Order No. 118, page 530 (e)—  
2.—*Line 1: for* (numbered 1 to 57) *substitu*  
mbered 1 to 59)

No. 129





**118. Distribution of publications and printed works issued from the Director-General's office.**

**G. O. No. 18, dated 12th August 1899,— \* \* \***

In continuation of this office circular No.  $\frac{30}{2}$ , dated the 12th August

\* The undermentioned publications are also at present issued from the Directorate, but they have been excluded from this list, as they will be incorporated as additional Appendices in the revised edition of the *Post Office Manual*, Volume V, now in the press :—

- (i-ii) *Abstract of the Civil Service Regulations, and Addenda and Corrigenda* to the same.
- (iii-iv) *Extant circulars and general orders of the Director-General and Addenda and Corrigenda* to the same.

1899, the following further instructions are given for the information and guidance of heads of circles and stock depôts on the subject of the distribution of publications issued from the Directorate. A list \* is also appended showing the publications now issued and the officials to whom they are, or should be, supplied.

2. All the copies of any of the publications (numbered 1 to 5f) mentioned in the appended list which are required by a circle will be sent, with an invoice, to its stock depôt for distribution in accordance with lists to be furnished to the latter by the head of the circle. Copies of these lists should be also sent to the Directorate. In the case, however, of certain publications, a preliminary supply will be made direct from this office as described in the circular referred to above. The despatch of these preliminary supplies will, as explained in that circular, be advised in every instance (except in the case of *Lists of corrections* and circulars) by means of a postal service reply post-card addressed to the officers concerned, who will retain the *advice* half and post the other, or *acknowledgment* half, duly completed, to the manager of the stock depôt of the circle. All the advices in respect of a publication issued to a circle will bear the same number as that assigned to the invoice with which the balance of the copies of the same publication are sent to the circle stock depôt. The manager should watch for the receipt of the acknowledgments, and action should be taken (under the general or special orders of the head of the circle) in every instance in which an acknowledgment is not received or is delayed in receipt.

3. Besides the publications enumerated in the appended list, there are some others issued from the Directorate which are supplied to

\* e.g. *Public Works Department Code*, etc.

† e.g. *Administration Report on the Railways in India*, etc.

‡ e.g. *Foreign post sorting lists*, etc.

none but heads of circles,\* or to the heads of certain circles only,† or to the latter as well as to some particular offices or officers.‡ These

publications will be, in future, sent with a transmitting letter in each case to the heads of the circles concerned for themselves and for

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Appendix No. 18, Standing Order No. 118, page 530 (f) —

*Para 8.—Line 3 : insert a comma after* (form A/c 28a) *and*  
*trike out and Nominal roll* (form A/c 28b),

No. 166.  
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Appendix No. 18, Standing Order No. 118, page 530 (f) —

*Para. 6.—Sub-para. (a), line 2: for* (numbered 1 to 5)  
*substitute* (numbered 1 to 59)

No. 130  
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Appendix No. 18, Standing Order No. 118, page 530 (g)

*List of publications, etc.—Item (8—9): lines 1 and 2 of  
right hand column: after sub-offices add combined branch office*

No. 185.

4. The despatch of any publication sent from this office to the stock depôt will be advised by an invoice showing the full number due to the circle and the number (if any) despatched direct from this office as preliminary supplies, in the latter case, the number remaining due to the circle will also be shown. The invoices will be numbered in a consecutive annual series for each stock depôt, and a blank invoice, closing each series, will be issued on the 31st March of every year. In the case of publications sent in more than one instalment, with each instalment, except the last, a numbered memo. will be enclosed bearing the words "Further supply will follow," and the memo. accompanying the final instalment, completing the supply, will bear a remark to that effect.

5. The copies of a publication received by a stock depôt should be issued by it in accordance with the list supplied to it by the head of the circle, the issues being in all cases accompanied by invoices. When a publication is issued from the stock depôt, the number advised in each case should include any copies of the same publication that may have been sent as a preliminary supply from the Directorate to the officers concerned, as shown in the distribution list in respect of that publication furnished to the stock depôt by the head of the circle in accordance with the next paragraph.

6. The instructions in this G. O. will be brought into force from the 1st October 1899, and it is requested that heads of circles will kindly now prepare and forward to this office, in the accompanying forms—

- (a) a consolidated statement, showing the number of copies of each of the publications (numbered 1 to 57) mentioned in the appended list required for his circle ;
- (b) a distribution list, showing in respect of each of the publications of which preliminary supplies will be made from the Directorate, the designations and head-quarters of the officers to whom copies are to be issued, and the number to be sent to each.

7. Whenever any change is necessary in the statement, or in any of the distribution lists, a revised statement, or lists, or both (as the case may require), should be forwarded to the Directorate and to the stock depôt to be substituted for the one previously in force. The statement and lists now called for, as well as any that may be hereafter sent to the Directorate, should be type-written in the case of those circles to which type-writers have been supplied.

8. As regards the following, viz. :—

*Annual return of establishment* (form A/c 28), with *Detailed statement* (form A/c 28a), and ~~Annual return of establishment~~ (form A/c 28b),

which are forms and are, therefore, consumed from time to time, the number shown in the statement should represent the estimated requirements during a year, and this number should be applied for when the previous supply needs replenishing. Applications for further supplies of these forms should be made through the head of the circle, in accordance with para. 4 of this office circular No.  $\frac{30}{24}$ , dated the 12th August 1899, and in sufficient time to allow of a fresh supply being obtained before the previous supply is exhausted.

9. Should it be found necessary at any time to issue preliminary supplies of any publication other than those mentioned in the list under para 3 of the circular just cited, the procedure therein described will be followed, except that in such cases a list will be sent to the stock dépôt showing the officers to whom supplies have been made and the number sent to each.

### List of publications issued from the Directorate.

[*N.B.*—The title is printed in *italics* in each case.]

<i>Title of publication.</i>	<i>To whom supplied.</i>
(1-2) <i>Post Office Manual</i> , Volume I, ( <i>Head Office Hand-book</i> ) and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, record offices, stock dépôts and dead letter offices.
(3-4) <i>Post Office Manual</i> , Volume II, ( <i>Sub-Office Hand-book</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, sub-offices, record offices, stock dépôts and dead letter offices.
(5-6) <i>Post Office Manual</i> , Volume III, ( <i>Supervising Officers' Hand-book</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, head record offices, stock dépôts and dead letter offices.
(7) <i>Post Office Manual</i> , Volume IV ( <i>Railway Mail Service Hand-book</i> ).	Supervising officers, head offices, record offices, stock dépôts and dead letter offices.
(8-9) <i>Post Office Manual</i> , Volume V, ( <i>Appenaices</i> ), and <i>Lists of corrections</i> to the same.	Supervising officers, head offices, sub-offices, record offices, stock dépôts and dead letter offices.
(10-19) Pamphlets of the rules comprising each of the following chapters extracted from the <i>Post Office Manual</i> , Volume I :—	All head offices.
<i>Chapter 3—Mail Department.</i>	
" 4— <i>Sorting</i> "	
" 5— <i>Delivery</i> "	
" 6— <i>Deposit</i> "	
" 7— <i>Registration</i> "	
" 8— <i>Parcel</i> "	
" 9— <i>Sub-account</i> "	
" 10— <i>Money order</i> "	
" 11— <i>Savings bank</i> "	
" 12— <i>Accounts</i> "	

[*N.B.*—See Note I at the end of this list.]

<i>Title of publication.</i>	<i>To whom supplied.</i>
(20-21) Pamphlet of the <i>Rules for Branch Offices</i> extracted from the <i>Post Office Manual</i> , Volume II, and <i>Lists of corrections</i> to the same.	All branch offices in the charge of English-knowing branch postmasters.
(22-23) Pamphlet of the rules comprising the following chapters extracted from the <i>Post Office Manual</i> , Volume III, and <i>Lists of corrections</i> to the same:— <i>Chapter 5—Overseers.</i> " 6— <i>Investigations.</i> " 7— <i>Appointments.</i> " 8— <i>Leave, pensions and gratuities.</i> " 9— <i>Punishments.</i>	Sub-offices and record offices (other than head record offices).
(22(a)—23(a)) Pamphlet of the <i>Rules for receiving offices for telegrams</i> extracted from <i>Post Office Manual</i> , Volume V ( <i>Appendix No. 10</i> ) and <i>List of corrections</i> to the same.	Such branch offices as are specially authorised by the Post Master General to receive inland telegrams for transmission to a telegraph office.
24-25) <i>Foreign Post Manual</i> , and <i>Lists of corrections</i> to the same.	Heads of circles, superintendents, independent inspectors and offices of foreign exchange.
(26) <i>Indian Postal Guide.</i>	Supervising officers, head offices, sub-offices and such branch offices and mail offices as the head of the circle may select.
(27) Pamphlet of the <i>Rules for the guidance of depositors in Post Office savings banks.</i>	All post offices authorised to transact savings bank business.
[N.B.—This pamphlet is issued only when any important change is made in these rules.]	
(28) <i>Indian Postal Abstract.</i>	Supervising officers, head offices, sub-offices, branch offices and mail offices.
(29) <i>Field Service Regulations—Postal.</i>	Supervising officers, head offices, sub-offices, record offices, stock depôts and dead letter offices.
(30) <i>Abstract of Postal Information</i> (sheet notice).	All post offices and mail offices.
(31) <i>Hours of business</i> (notice).	All post offices and mail offices.
(32) <i>Hours of despatch and delivery of mails</i> (notice).	All post offices and mail offices.
(33) <i>Tables of parcel rates</i> (card).	All post offices.
(34-35) <i>Telegraphic money order code</i> (confidential), and <i>Lists of corrections</i> to the same.	All post offices authorised to issue or pay telegraphic money orders.
(36-37) <i>Rules for the treatment of local money orders in head offices</i> and <i>Lists of corrections</i> to the same.	Supervising officers and head offices.

ppendix No. 18, Standing Order No. 118, page 530 (2)—

*List of publications.—Below items (55-57) add the following :—*

(58) *Tables of conversion* (card) All post offices.

(59) *Book of inland sent message form* (F. S. A.) , Combined offices selected by the Postmaster-General.

No. 131





<i>Title of publication.</i>	<i>To whom supplied.</i>
(38-39) <i>Rules for the treatment of local money orders in sub-offices and Lists of corrections to the same.</i>	Supervising officers, head offices and sub-offices.
(40-41) <i>Telegraph Traffic Code, and Correction memos. to the same.</i>	Supervising officers and combined offices.
(42) <i>Indian Telegraph Guide.</i>	Supervising officers, head offices, combined offices and such other offices as the head of the circle may select.
(43) <i>Supplement to the Indian Telegraph Guide.</i>	
(44-45) <i>Civil Service Regulations with Appendices, and Addenda and Corrigenda to the same.</i>	Heads of circles, superintendents, independent inspectors, head offices and head record offices.
(46-47) <i>Code of Criminal Procedure and Amending Acts to the same (when enacted).</i>	Heads of circles, superintendents, supernumerary inspectors, independent inspectors and Presidency postmasters.
(48-49) <i>Indian Penal Code, and Amending Acts to the same (when enacted).</i>	
(50-51) <i>Indian Evidence Act, and Amending Acts to the same (when enacted).</i>	
(52) <i>List of postal officers whose maximum pay is ₹200 and upwards.</i>	Heads of circles, Presidency postmasters, superintendents and other officers whose maximum pay is ₹200 a month and upwards.
(53) <i>Director-General's annual report.</i>	Heads of circles, superintendents, and Presidency postmasters.
(54) <i>L'Union Postale.</i>	Heads of circles and subscribers to the journal.
(55-57) <i>Annual return of establishment (form A/c-28), with Detailed statement (form A/c-28a) and Nominal roll (form A/c-28b).</i>	Heads of circles, head offices, and head record offices.

NOTE 1.—For every copy supplied of a work to which *Lists of corrections, Correction memos.*, etc., are issued, a copy of each *List, Memo.*, etc., in respect of it should be supplied. In the case of the several pamphlets comprising chapters 3 to 12 extracted from the *Post Office Manual*, Volume I, in respect of which separately printed *Lists of corrections* are not published, an additional copy of every *List of corrections* to the complete volume should be supplied to each head office, and this list should be cut up and pasted into the pamphlets in question.

NOTE 2.—The following publications are compiled and distributed as shown below by the officer mentioned in each case; the Directorate should not, therefore, be addressed in respect of these publications:—

<i>Title of publication.</i>	<i>To whom supplied.</i>
<i>I.—By Inspector-General, Railway Mail Service.</i>	
(a) <i>Lists of corrections to the Post Office Manual</i> , Volume IV.	All officers to whom the volume is supplied.
(b-c) Pamphlet of the <i>Rules for sets</i> extracted from the <i>Post Office Manual</i> , Volume IV, and <i>Lists of corrections</i> to the same.	Record offices for issue to the sets attached to them.
(d) <i>Quarterly List of Indian Post Offices.</i>	Supervising officers, stock depôts, dead letter offices, head offices, sub-offices, branch offices in the charge of English-knowing branch postmasters, and record offices for themselves and for sets of sorting sections

<i>Title of publication.</i>	<i>To whom supplied.</i>
(e) <i>Compendium of Postal Information.</i>	} Supervising officers, head offices and head record offices.
(f-g) <i>Route List and Supplement to the same.</i>	

*II.—By Comptroller, Post Office.*

(h) <i>History of services of</i> <b>Gazetted and other postal officers.</b>	All officers whose names are included in the <i>History</i> .
(i-j) <i>Standing orders of the Comptroller, Post office, and Lists of corrections to the same.</i>	Supervising officers, head offices, head record offices, stock depôts and dead letter offices.
(k-l) <i>Civil Account Code, and Lists of corrections to the same.</i>	Heads of circles.

*III.—By Superintendent, Postal Workshop and Press, Aligarh.*

(m) <i>Catalogue of articles manufactured.</i>	Heads of circles, divisional superintendents and independent inspectors, head offices, stock depôts and dead letter offices.
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*IV.—By the heads of the circles mentioned in column 2 of the table given under rule 547 of the "Post Office Manual," Volume III, 3rd edition.*

**Vernacular translation of the following :—**

(n-q) Pamphlets of the rules forming <i>Chapters 13 and 14—Postmen, village postmen, mail peons, letter-box peons and packers</i> , extracted from the <i>Post Office Manual</i> , Volumes I and II, respectively, and <i>Lists of corrections to the same.</i>	Head, sub and branch offices for issue to postmen, village postmen, mail peons, letter-box peons, and packets attached to the offices.
(r-s) Pamphlet of the <i>Rules for Branch Offices</i> extracted from the <i>Post Office Manual</i> , Volume II, and <i>List of corrections to the same.</i>	Branch offices in charge of branch postmasters who do not know English.
(t-u) Pamphlet of the rules forming <i>Chapter 5—Overseers</i> , extracted from the <i>Post Office Manual</i> , Volume III, and <i>Lists of corrections to the same.</i>	Overseers.
(v) Pamphlet of the <i>Rules for the guidance of depositors in Post Office savings banks.</i>	All post offices authorized to transact Savings Banks business.
(w) <i>Indian Postal abstract.</i>	All post offices.
(x) <i>Abstract of Postal Information (sheet notice).</i>	All post offices.
(y) <i>Hours of business (notice).</i>	All post offices.
(z) <i>Hours of despatch and delivery of mails (notice).</i>	All post offices.

CONSOLIDATED STATEMENT of publications and printed works required by  
the \_\_\_\_\_ Circle.

Corrected up to \_\_\_\_\_ 190 .  
(Submitted with letter No. \_\_\_\_\_, dated \_\_\_\_\_ from the  
\_\_\_\_\_ to the Director-General of the Post Office.)

TITLE OF PUBLICATION OR WORK.	Total number required for the circle (including 20% on actual requirements for reserve stock).	Number to be issued as preliminary supplies.	Balance, being number to be supplied to the circle stock depot.	REMARKS.
N. B.—The titles of publications and works of which preliminary supplies are issued direct from the Directorate are printed in italics.				
(1) <i>Post Office Manual, Volume I.</i> (2) <i>Lists of corrections to ditto</i> (3) <i>Post Office Manual, Volume II</i> (4) <i>Lists of corrections to ditto</i> (5) <i>Post Office Manual, Volume III.</i> (6) <i>Lists of corrections to ditto</i> (7) <i>Post Office Manual, Volume IV.</i> (8) <i>Post Office Manual, Volume V</i> (9) <i>Lists of corrections to ditto</i> (10) Chapter 3 of <i>Post Office Manual, Volume I.</i> (11) Chapter 4 of ditto . . . (12) Chapter 5 of ditto . . . (13) Chapter 6 of ditto . . . (14) Chapter 7 of ditto . . . (15) Chapter 8 of ditto . . . (16) Chapter 9 of ditto . . . (17) Chapter 10 of ditto . . . (18) Chapter 11 of ditto . . . (19) Chapter 12 of ditto . . . (20) Rules for Branch Offices . . . (21) Lists of corrections to ditto . . . (22) Chapters 5, 6, 7, 8, and 9 of <i>Post Office Manual, Volume III.</i> (23) Lists of corrections to ditto . . . (23a) Appendix No. 10 of <i>Post Office Manual, Volume V.</i> (23b) Lists of corrections to ditto . . . (24) <i>Foreign Post Manual</i> . . . (25) Lists of corrections to ditto . . . (26) <i>Indian Postal Guide</i> . . . (27) Rules for the guidance of depositors in Post Office savings banks. (28) <i>Indian Postal Abstract</i> . . . (29) <i>Field Service Regulations—Postal</i> (30) <i>Abstract of Postal Information</i> (sheet notice). (31) Hours of business (notice) . . . (32) Hours of despatch and delivery of mails (notice). (33) Tables of parcel rates (card) . . .				

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Appendix No. 18, Standing Order No. 118, page 530(1)—

*In consolidated statement of publications and printed  
works strike out the item (57) Nominal roll (form A/c 28b).*

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No. 167.  
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Appendix No. 18, Standing Order No. 118, page 530 (1)—

*In consolidated statement of publications and printed  
works after item (57) insert the following new entries :*

(58) Tables of conversion.

(59) Books of inland sent message form (F. S. A.)

No. 132  
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TITLE OF PUBLICATION OR WORK.	Total number required for the circle (including 20% on actual requirements for reserve stock.)	Number to be issued as preliminary supplies.	Balance, being number to be supplied to the circle stock depôt.	REMARKS.
<i>N. B.—The titles of publications and works of which preliminary supplies are issued direct from the Directorate are printed in italics.</i>				
(34) Telegraphic money order code (confidential). (35) Lists of corrections to ditto . (36) Rules for the treatment of local money orders in head offices. (37) Lists of corrections to ditto . (38) Rules for the treatment of local money orders in sub-offices. (39) Lists of corrections to ditto . (40) Telegraph Traffic Code . . (41) Correction memos. to ditto . . (42) Indian Telegraph Guide . . (43) Supplement to ditto . . (44) *Civil Service Regulations, with Appendices. (45) Addenda and corrigenda to ditto (46) *Code of Criminal Procedure . . (47) *Amending Acts to ditto . . (48) *Indian Penal Code . . (49) *Amending Acts to ditto . . (50) *Indian Evidence Act . . (51) *Amending Acts to ditto . . (52) List of postal officers whose maximum pay is Rs200 and upwards. (53) <i>Director General's annual report.</i> (54) *L'Union Postale . . . (55) Annual return of establishment (form A/c 28). (56) Detailed statement (form A/c 28a) <del>(57) *Circulars (form A/c 28b)</del> . <i>Directorate circulars bearing single No.</i> <i>Postal Notices accompanying ditto.</i> <i>Directorate circulars bearing double No.</i> <i>Postal Notices accompanying ditto.</i> <i>Directorate circulars bearing B. O. No.</i> <i>Postal Notices accompanying ditto.</i>				





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to the Director, General of the F. B. I. (Street)

ADDRESS TO WHICH TO BE SENT.		NUMBER TO BE SENT TO ADDRESS IN PREVIOUS COLUMNS OF EACH LIST TO—				REMARKS.
Designation.	Station.	Vol. I.	Vol. II.	Vol. III.	Vol. V.	

530(0)

*DISTRIBUTION LIST, showing preliminary supplies of the "Indian Postal Guide" (whenever republished) to be made to the \_\_\_\_\_ Circle.*

Corrected up to \_\_\_\_\_ 190 .

(Submitted with letter No. \_\_\_\_\_, dated \_\_\_\_\_ from the  
\_\_\_\_\_ to the Director-General of the Post Office.)

ADDRESS TO WHICH TO BE SENT.		Number to be sent to address in previous columns.	REMARKS.
Designation.	Station.		

530(*p*)

*DISTRIBUTION LIST, showing preliminary supplies of " Directorate Circulars" (whenever issued) to be made to the \_\_\_\_\_ Circle.*

Corrected up to \_\_\_\_\_ 190 .

(Submitted with letter No. \_\_\_\_\_, dated \_\_\_\_\_ from the \_\_\_\_\_ to the Director-General of the Post Office.)

ADDRESS TO WHICH TO BE SENT.		NUMBER TO BE SENT TO ADDRESS IN PREVIOUS COLUMNS OF—				REMARKS.
Designation.	Station.	Circulars bearing single Nos.	Circulars bearing double Nos.	Circulars bearing “B. O. Nos.”	Postal notices accom- panying circulars.	

**119. Distribution of publications and printed works issued from the Director-General's office.**

**Circular No.  $\frac{9}{24}$  dated 12th August 1899.—\* \* \***

Some diversity of procedure obtains at present as to the manner of distributing the several publications and other printed works issued from the Directorate, with the result that this office is involved in a considerable amount of petty correspondence which might be avoided were a uniform method of distribution adopted.

2. It has, accordingly, been decided to introduce the system described below, with effect from the 1st October 1899, and to apply it to the publications which are now issued from the Directorate, as well as to any others that may hereafter be issued.

3. The general rule will be that all the copies of a publication, etc., required by a circle will be sent, with an invoice, to its stock depôt for distribution in accordance with lists to be furnished to the latter by the head of the circle. As an exception to this rule, however, and in order to accelerate the distribution of the publications named below, which, it is desirable, should be in the hands of certain officers as early as possible, a preliminary supply will be made direct from this office, as shown against each of the publications in question. The despatch of these preliminary supplies will be advised in every instance (except in the case of *Lists of corrections* and circulars) by means of a postal service reply post-card (in the accompanying form) addressed to the officers concerned, who should retain the *advice* half and at once detach and post the other, or *acknowledgment* half, duly completed, to the manager of the stock depôt of the circle. The manager will watch for the receipt of the acknowledgments, and action will be taken in every instance in which an acknowledgment is not received or is delayed in receipt. No advices will be issued in respect of circulars or of *Lists of corrections*: nor will the latter be issued, in future, as enclosures to circulars. The fact that certain *Lists of corrections* to the *Manual* (including the *Foreign Post Manual*) have been published will be notified as heretofore, by circular; but the *Lists* themselves will be separately issued.

*List of publications referred to above, of which a preliminary supply will be issued direct from the Directorate.*

- (a) *Post Office Manual*, Volume I (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each divisional superintendent and independent inspector—one copy.

to each head office—one copy of the volume and two copies of each *Lists*.

NOTE.—The second copy of the *List* sent to a head office is intended for the correction of the several pamphlets comprising chapters 3 to 12 extracted from the volume.

- (b) *Post Office Manual*, Volume II (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each divisional superintendent and independent inspector—one copy; to each head office—in the number of one copy for itself and one for each of its sub-offices.

NOTE.—When the number of copies of the volume to be supplied to a head office exceeds 5, they will be put up in packets of that number and despatched in accordance with the procedure described in Note 3 under clause (f) below.

- (c) *Post Office Manual*, Volume III (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each divisional superintendent and independent inspector—one copy; to each head office and head record office—one copy.
- (d) *Post Office Manual*, Volume IV (whenever republished):—to each head of a circle—two copies; to each divisional superintendent and independent inspector—one copy.
- (e) *Post Office Manual*, Volume V (whenever republished) and *Lists of corrections* to the same (when issued):—to each head of a circle—two copies; to each divisional superintendent and independent inspector—one copy; to each head office—one copy.
- (f) *Postal Guide* (whenever republished):—to each head of a circle—5 copies; to each head office—in the number of 5 copies for itself and one for each of its sub-offices, but see Note 2 below.

1.—The distribution of the copies of the *Guide* sent to a head office for its sub-offices should not be delayed pending the receipt of the usual invoice from the stock depot, but should be made at once, an acknowledgment for the copy issued to each sub-office being obtained by the head office.

NOTE 2.—In the case of the following important head offices the number of copies of the *Guide* sent for itself will be—100 in the case of Calcutta, Bombay, Madras, Simla, and Rangoon; 25 in the case of Allahabad, Cawnpore, Delhi, Lahore, and Karachi; and 10 in the case of Lucknow, Ahmedabad, Rawalpindi, Dacca, Agra, Nagpur, Poona, and Bangalore.

NOTE 3.—When the number of copies of the *Guide* to be supplied to a head office exceeds 15, they will be put up in packets of that number, the remainder (if any) forming the final packet. Each packet will be lettered in order, thus,—“A,” “B,” etc., and to this letter will be added a No. showing how many packets the despatch consists of; thus, if three packets are sent, they will be marked, respectively, “A 3,” “B 3,” “C 3” and the advising post-card will be placed in the last packet.

- (g) *Directorate circulars* (when issued):—to each head of a circle, as many copies as he may desire; and to each

Appendix No 18, page 530 (s) —

*Insert the following as Standing Order No. 119A at the bottom of the page—*

119A. Care to be taken in classifying telegrams as on postal service.

**G. O. No. 20, dated 17th August 1899.—\* \* \* \***

I find it necessary to ask the attention of heads of circles and supervising officers to the necessity of looking closely to the classification of telegrams sent by them on service. It appears from messages which have been shown to me by the Director-General of Telegraphs, that some laxity prevails, especially in respect of messages relating to travelling and lodging arrangements.

2. It may not be easy to lay down a definite line of demarcation in these cases; but a little consideration will always show whether a message can properly be classified as being on service. A message, for instance, from an officer on tour communicating an inevitable change in a programme or date of arrival would clearly be an official message, but instructions as to ordering meals or providing conveyances to meet officers at railway stations, and requests to be put up at places of destination all relate to personal or private arrangements and cannot be made the subject of service messages.

3. I am personally conscious that the matter is one in which we are all a little inclined to be lax, and I shall be much obliged if heads of circles will take steps to ensure that no real cause of complaint shall be given to the Telegraph Department in future.



head office for itself and its sub and branch offices, and if the head office is at the head-quarters of the postal division, also for the supervising officers of the division in the number required—according to lists to be supplied to the Directorate by heads of circles.

NOTE.—Circulars to be communicated to sub-offices bear two Nos., one above the other, thus—“ No. 188 ; and those to be communicated to branch offices bear, in addition, a special entry at the upper left-hand corner, thus—“ (B. O. No. 10).”

(h) *Director-General's annual report* :—to each officer by name mentioned in the section headed “Notice of Post Office officials ”—one copy.

NOTE.—These are personal copies, and the fact that an officer has been sent one should not be held to debar him from receiving the usual official copy if he is among the officers to whom the publication is supplied.

4. All other publications and printed works required by a circle, as well as the balance remaining due of those mentioned in the list under the preceding paragraph, will be sent—in instalments, if necessary—to its stock depôt for distribution in accordance with lists to be supplied to the latter by the head of the circle. In addition to the number actually needed,  $20\frac{0}{100}$  of this number will be sent for stock, wherefrom further demands, from whatever cause arising, should be met by the stock depôt. *It is only when this spare stock of any publication or work in the stock depôt needs replenishing that application should be made, through the head of the circle, for a further supply; otherwise, all correspondence in respect of a publication after its issue by the Directorate should be conducted with the stock depôt.*

5. The copies of a publication received by a stock depôt should be issued by it in accordance with the list supplied to it by the head of the circle, the issues being in all cases accompanied by invoices. When a publication is issued from the stock depôt, the number advised in each case should include any copies of the same publication that may have been sent as a preliminary supply from the Directorate to the officers concerned.

6. Should it be necessary at any time to issue preliminary supplies of any publication other than those mentioned in the list under paragraph 3, the procedure therein described will be followed.



120. Judgments of acquittal and orders of discharge to be supplied free of charge on the application of the Head of a Department.

**G. O. No. 29, dated 2nd October 1899.—\* \* \***

*Government of India Home (Judicial) Department Resolution No 1248-64, dated 31st August 1899 [Communicated to Director-General under Financial Department Endorsement No. 4297—S. R. dated 19th September 1899.]*

\* \* \* \* \*

2. The Governor-General in Council is therefore pleased to direct that the existing practice of supplying free of charge to the Head of the Department concerned copies of judgments convicting Government officers of criminal offences shall be continued and that in future copies of judgments of acquittal and orders of discharge shall also be supplied free of charge on the application of the Head of the Department.

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121. Pamphlet form of Rules for guidance of depositors to be printed from standing type in Indian Postal Guide.

**G. O. No. 37, dated 10th January 1900.—\* \* \***

Hitherto the Rules for the guidance of depositors in Post Office Savings Banks, required in connection with rule 16 of those Rules have been issued in the shape of a small pamphlet, and this pamphlet has been revised and re-set up in type from time to time at irregular intervals. As, however, the same rules, corrected up to date, appear in every edition of the *Indian Postal Guide*, and as the type of the Guide is kept standing, it has been decided that the copies of the rules to be given to intending depositors should in future be printed from this standing type.

2. The copy of the Rules for the guidance of depositors in Post Office Savings Banks will, therefore, consist in future of a pamphlet of a little over a dozen pages of the size of the pages of the Guide and a fresh edition of the pamphlet will be issued only when any change of importance has been made in the rules.

## Appendix No. 18, page 530t—

*Add the following Standing Orders (numbered 122 to 124) to this Appendix, and insert this and the two succeeding pages between pages 530t and 531 :—*

**122 Conditions as to posting of parcels at post offices within plague-infected areas.**

**Circular No. 34/30, dated 4th September 1900.**—The accompanying Notification by the Government of India in the Finance and Commerce Department, No. 4230-S. R., dated 20th August 1900 [see *Serial No. 12 of Appendix No. 2*] regarding the posting of parcels at post offices within plague-infected areas, is published for the information and guidance of all postal officials .....

2. A postal notice on the subject is [subjoined], but postmasters should not exhibit copies on their notice-boards until they receive instructions from the heads of their circles that this should be done.

3. Heads of circles concerned should at once issue the necessary instructions to the post offices situated in areas which have been declared by Notification in the *Gazette of India* to be plague-infected, and should arrange for the immediate issue of similar instructions should any area within their circles be hereafter declared in the same way to be plague-infected. Care should also be taken to ensure that, when plague infected areas are declared, by Notification in the *Gazette of India*, to be free from plague, early orders shall be issued for the postal notices to be withdrawn, and for the acceptance of parcels in the ordinary way.

4. It is not thought necessary that any check should be exercised in respect of the actual coverings of parcels or packets, nor is it considered that there is any real danger of the articles, of which the export from plague areas is prohibited, being sent as the contents of packets. Should there be any reason, however, to suspect that the contents of a packet, which can be opened and examined under existing rules, are "susceptible," then the packet should be detained and an immediate report made to the head of the circle. To provide that a packet of this nature should be sent to the Dead Letter Office may be in effect allowing the very thing which the special rules are intended to prevent, namely, the sending by post of "susceptible" articles out of a plague-infected area.

**NOTE.**—In the case of foreign parcels, the declaration required by the Notification is not necessary, as the full declaration of the contents given in the form of customs declaration is sufficient to meet the requirements of the Notification.

### Postal Notice.

It is hereby notified that no parcel (other than those containing plague cultures for the posting of which special provision is made in the Indian Postal Guide) will be accepted for transmission by post when tendered at a post office within a plague-infected area, unless it bears upon its cover, or upon a label to be attached to the parcel, a declaration, signed by the sender, to the following effect:—

“This parcel does not contain any soiled linen, rags or waste paper.”

2. The post office at [name] being situated within an area which has been declared by the Government of India to be plague-infected, the conditions prescribed in the preceding paragraph must in future be complied with in respect of parcels intended to be posted at this office.

### 123. Communication of postal officers with the press in explanation or defence of their official conduct.

*See also S. O. 49 and 64*

#### *Circular No. 68, dated 4th February 1901. \* \* \**

2. The Government of India have now decided that the Director-General shall be considered the Local Government, in respect of officers of the Post Office, within the meaning of the Home Department letter now circulated, and the previous letter of that Department, No 30 (Public) 1676-1685, dated the 5th September 1890 [S. O. No. 49].

3. In the past there have been cases of not unfrequent occurrence in which heads of circles have been attacked in the press in respect of their official action and in which it has been desirable that an explanation should be given to the public. In future, before the editor of a newspaper is addressed in such cases, the facts should be reported shortly and clearly to me for order.

*Government of India, Home Department, circular letter (Extract) No. 1365—74, dated 29th May 1900 [communicated to the Director-General, Post Office, under Financial Department endorsement No. 2912-Gl., dated 18th June 1900].*

In Home Department Circular letter No 30-Public—1676-1685, dated the 5th September 1890 [S. O. No. 49] it was laid down that, without obtaining the authorization of the Government to which he is immediately subordinate, no officer of Government is permitted to take recourse to the courts for the vindication of his public acts, or of his character as a public functionary, from defamatory attacks, as it is for the Government to decide in each case whether the institution of proceedings is necessary or expedient. There is also the rule of the

service,\* stated in paragraph 2 of Home Department Resolution of 3rd June 1885 [S. O. No 64], that no officer of Government, not specially authorized in that behalf, is at liberty to communicate to the press, either directly or indirectly, information of which he may become possessed in the course of his official duty.

2 Neither of these orders prohibits, except indirectly and by implication, the communication of officers with the public press in explanation or defence of their official conduct. The Governor General in Council, who holds that such action should not be permitted without official sanction, has accordingly decided to issue explicit instructions forbidding any officer of Government to communicate with the press in respect of his official conduct or acts without the prior consent in writing of the Local Government which he serves.

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**124. When road mileage may be drawn by postal officials to and from a railway station.**

*Circular No. 15/15, dated 28th May 1901.*—Under existing orders postal officers who travel by railway are prevented from drawing road mileage for the distance between the railway station at which they enter or leave the train and the chief public office of the place at which the journey begins or ends unless the distance exceeds five miles.

2. It has now been decided, with the sanction of the Government of India, that the limit of five miles mentioned above shall be reduced to one mile. In other words, road mileage may not be drawn unless the distance between the railway station and the chief public office exceeds one mile. This ruling will have effect from this date.



Appendix No. 18, page 530w—

*Add the following Standing Orders (numbered 125 and 126) to this Appendix, and insert this between pages 530w and 531:—*

**125. Instructions for the prompt adjustment of items held under objection.**

**Circular No. 31, dated 25th June 1901.**—From reports received from the Comptroller, Post Office, it appears that, notwithstanding the clear rules in the *Post Office Manual*\* and the detailed instructions issued by the Comptroller,† long and unnecessary delay frequently takes place in carrying out the orders in objection statements and in the intimations issued in certain cases in advance of objection statements.

2. I must, therefore, call the attention of all concerned to the necessity for greater promptness in the adjustment of items placed under objection and in replying to objection statements. The following instructions should be carefully observed:—

- I. Except in cases involving fraud or robbery and other very exceptional circumstances the postmaster must adjust an item under objection within *seven days* from the date of receipt of the objection statement by him when the item under objection is due to any irregularity on the part of his own office.
- II. If the objection is due to an irregularity on the part of a sub-office and the sub-postmaster fails to carry out the instructions issued by the postmaster for the adjustment of a particular item, the matter should be at once reported by the head postmaster to the superintendent; and under the superintendent's orders the amount retrenched should ordinarily be recovered from the sub-postmaster's next salary, the deduction being subject to a maximum of one-third of the salary.
- III. In cases in which retrenchments are made against the personal claim of an officer who prepares his own salary bills—whether the claim was on account of salaries and fixed allowances, travelling allowance, or advances for the officer's personal use—the deduction must be made by the officer himself in the *next* bill presented by him. If he fails to make the deduction, the postmaster, to whom a copy of the audit officer's orders will have been sent, must make it when the bill is presented (the class of bill being immaterial). If the postmaster fails to make the deduction, he will be held personally responsible.
- IV. In all cases of loss arising through fraud, robbery, or accident the head of the circle should pass early orders so that the amount may be adjusted without delay. The matter should, in every case, be settled within three months either by recovery from the person at fault, where this is possible, or by addressing the Director-General to write off the amount either against the guarantee fund or against the Department, any subsequent recoveries being credited against the loss which was written off in the first instance.

V. Every objection statement received must be dealt with *personally* by the postmaster, unless he is authorised by a general or special order to make it over to the deputy postmaster or other officer in charge of the office; the postmaster should keep the objection

statements in his own hands and collect the information, etc., necessary for replies. In a large office he should keep the carbonic copy of each objection statement and make over only the pencil copy to the appropriate clerk for the purpose of collecting the required information. In every case the date of receipt in the post office should be noted by the postmaster on both copies of the objection statements and the postmaster must see that suitable steps are immediately taken to clear the objections and that the objection statements (carbonic copies) are returned with complete and appropriate replies at the earliest moment possible. The pencil copies of all objection statements should, after disposal, be filed in guard books one for each of the four classes of objection statements (Gazetted Audit, Money order, Savings Bank, and Postal Accounts).

VI. When verifying the accounts superintendents and inspectors will state (after the answer to question 16) what objection statements (with their dates) are in the office unanswered, and whether the objections on those statements have all been dealt with as far as practicable.

3. This opportunity is taken to draw special attention to the rules of the *Post Office Manual*\* which forbid the incurring of certain charges without proper sanction. Disregard of these rules leads to the issue of objection statements thus causing an unnecessary increase of work in the Comptroller's Office and in post offices—

## 126. Punkhas and punkhawallahs for superintendents.

**G. O. No. 8, dated 26th June 1901.**—Under the Standing Orders Nos. [81 and 92] on the subject of the employment of punkhawallahs by superintendents during the hot weather, in parts of the country where punkhas are ordinarily used, a superintendent is allowed at present to employ a punkhawallah at Government expense—

- (1) at head-quarters while he is actually there and provided his office is not held in the building in which he lives; and
- (2) while he is on tour, whether his office at his head-quarters is or is not held in the building in which he lives.

2. It has now been decided to make a further concession in this matter and to allow a superintendent, while he is at his head-quarters during the hot weather to employ a punkhawallah at Government expense even if the superintendent's office is held in the building in which he lives.

3. The privilege will remain subject to the general principle that punkhas are not to be sanctioned in parts of India where they are not ordinarily provided, and that as regards the limits of the period for which punkhawallahs are to be allowed, heads of circles must be guided by the general practice in other Government offices. Moreover, it must be understood that it will not be necessary to employ punkhawallahs continuously throughout this period at head-quarters as superintendents are frequently absent from head-quarters, and arrangements should, therefore, be made to entertain men temporarily. While the superintendent is on tour, the punkhawallah should be paid at the customary local daily rate and the expenditure should be treated as a contingent charge to be passed under the authority of the superintendent.

This G. O. supersedes the G. Os. forming the Standing Orders in paragraph 1, viz., G. O. No. 7, dated 25th June 1900, and G. O. No. 1, dated 21st December 1896.

Appendix No. 18, page 530(y)—

*Add the following Standing Order No. 127 to this Appendix and insert this page between pages 530(y) and 531 :—*

127. Conditions under which publishers of Indian Directories may be allowed to utilise the services of postmasters in obtaining information for such publications.

**Circular No. 4642, dated 7th August 1901.**—Publishers of Indian Directories, who may desire to take advantage of these orders, may be allowed to utilise the services of postmasters in obtaining information for such publications on the following conditions —

- (1) That the work required of postmasters shall not, in any circumstances, be performed by them whilst they are on duty.
- (2) That the services to be rendered shall not include canvassing for advertisements or for the sale of the Directory.
- (3) That nothing shall appear in any prospectus or advertisement or in the Directory itself to indicate that the officers of the Post office are in any way concerned in or connected with the publication of the Directory.

2. Moreover, the Director-General reserves to himself the right to withdraw his sanction to this arrangement, should he at any time consider that the rendering of this service by postmasters is prejudicial to the work of the Department.

3. In the marginally-noted rules of the *Post Office Manual* postmasters are prohibited to divulge the address of any person unless they have sufficient reason to believe that the person whose address is required

Volume I—Rule 51.

11—<sup>48.</sup>  
B. O. Rules, Part I—Rule 64.

will not object to the information being furnished. This prohibition, it will now be understood, is no bar to the giving of information, in accordance with the terms of this circular, for the preparation of a Directory.

\* \* \* \* \*



## Appendix No. 18, page 530 (2)—

*Add the following Standing Order No. 128 to this Appendix and paste this page back to back with page 530(2):— •*

**128. Proper delivery of trade circulars posted by firms.**

**Circular No. 84/74, dated 24th January 1902.**—In a case that recently occurred a large number of circulars posted by several well-known firms were found in the possession of a native shop-keeper, some of these circulars being still enclosed in the wrappers in which they had been posted, bearing the names of various other persons at the place where the shop-keeper resided.

2. It is a matter of common experience that publications of this character are frequently consigned to the waste-paper basket, or thrown away, without being read, and in some cases without even being opened, by the persons to whom they are addressed. It is no necessary consequence, therefore, that the circulars in a case like the one mentioned must have been improperly obtained. In this particular case, however, there was reason to believe that the postman concerned had omitted to deliver circulars at the proper addresses in order that he might sell them. It has been shown, moreover, in previous cases that these publications command a certain price from petty shop-keepers and others, and postmen, therefore, knowing that the senders maintain little or no check on the delivery of these articles may be under special temptation to dispose of them for their own benefit.

3. I think it right to ask the attention of all postal officers to the importance of seeing that articles of this kind shall be delivered with as much care and certainty as other postal articles. Their proper delivery should be made the subject of close check by city inspectors and postmen-overseers and postmen themselves should be warned that they are as much liable to punishment for failure to deliver these articles as for failure to deliver any other class of articles. I shall be much obliged, moreover, if heads of circles will take any further steps they may consider necessary to prevent the growth of a belief that any laxity is allowed to prevail in the delivery of articles of this particular kind.

Appendix No. 18—

*Add the following Standing Order No. 129 to this Appendix and paste this page between pages 530aa and 531 :—*

**129. Applications for continuance of temporary appointments or allowances requiring Secretary of State's sanction.**

**G. O. No. 23, dated 13th March 1902.— \* \* \* \***

*Government of India, Financial Department, Resolution No. 1322-Ex., dated 5th March 1902.*—RESOLUTION.—In the Resolution of March 1886, the

[READ—

Financial Resolution, No. 1326, dated the 19th March 1886.

Financial Resolution, No. 4031-Ex., dated the 14th September 1898.

READ ALSO THE FOLLOWING —

Extract from Despatch from the Secretary of State, No. 57 (Judicial), dated the 27th December 1901—

2. I have already drawn Your Excellency's attention to the frequent delays which have occurred in the submission of requests for the renewal of sanction to the continuance of temporary appointments. It is very desirable

\* \* \* that questions of this nature should be brought to the notice of your Government in time to allow full enquiry to be made into the necessity for incurring the additional expenditure and I request that instructions to this effect may be addressed to the Local Governments and Administrations.]

Governor General in Council directed that applications for renewal of the sanction given to temporary appointments which would require a reference to the Secretary of State should be made to the Government of India in sufficient time to admit of their consideration and report to the Secretary of State before the termination of such sanction. These orders were not always observed, and His Excellency in Council was constrained to issue a second Resolution in 1898,

reiterating the provisions of the previous Resolution, and directing that every endeavour should be made to apply for sanction to the continuance of temporary appointments and deputations or allowances in sufficient time to prevent the sanction of the Secretary of State having to be anticipated.

2. The Governor General in Council has observed with regret that, notwithstanding the issue of repeated injunctions, the infringement of the rule has been of frequent occurrence during recent years; and both the Government of India and the Secretary of State have on several occasions had to notice delay in referring cases in which their sanction was required. It appears to His Excellency in Council that the importance of the rule has not been sufficiently realized. In cases in which by rule the sanction of the Government of India or of the Secretary of State is necessary, the effect of such rule is rendered illusory by the delays which are allowed to occur in their submission. The cases are, by lapse of time, practically prejudged, and there is no option but to sanction the proposals with retrospective effect. The financial control of the Government of India and of the Secretary of State is in these circumstances rendered nugatory. The Governor General in Council is unable to accept such a situation as satisfactory, and he desires that in future more active steps should be taken to secure due observance of the existing orders. It is essential that questions of the kind should be brought to the notice of the Government of India in time to allow full enquiry to be made into the necessity for incurring the additional expenditure.

Appendix No. 18, Alphabetical Index, page 531—

*Against Allowances (Temporary) substitute 120 for 113.*

*Under head Applications, etc.; against line 5 substitute 120 for 113.*

*Against Appointments (Temporary substitute 120 for 113*

No. 113

Appendix 18, Alphabetical Index, page 531.—

*Insert the following in its proper alphabetical place:*

Adjustment of items - Instructions for the prompt — held under objection.

## ALPHABETICAL INDEX

TO

## DIRECTOR GENERAL'S STANDING ORDERS.

*(For Classified Index, see beginning of this Appendix.)*

SUBJECT.	Standing Order No.
<b>A.</b>	
Accounts—Payment to be made down to pies in discharging claims against Government and shown in—	6
Acting appointment—Reversion of superintendents from—	50
— vacancies—Reversion of superintendents from—	50
Addresses in telegrams to be sufficiently complete to ensure delivery	105
— and testimonials—Acceptance of—by Government officials	110
Agitations (Political)—Attitude of Government officers towards—	47
Allowance (Exchange compensation). <i>See</i> Exchange compensation allowance.	
— (Moonshee)—Grant of—to European superintendents	31
Allowances—Attachment of privilege leave—	60
— to postmen and others working as telegraph messengers, to be treated as pay.	94
— (Temporary)—Applications for continuance of—requiring Secretary of State's sanction.	48
Animals—Prohibition against shooting sacred—in certain localities	87
Appeals. <i>See also</i> Petitions.	
— and petitions—Disposal by heads of circles of—transferred to them by the Director General.	86
Applications by Government officers for free medical attendance, to show their official designation.	4
— for refunds on unused reply-paid telegram passes, not to be sent on postal service.	101
— for continuance of temporary appointments or allowances requiring Secretary of State's sanction.	105
Appointments (Acting). <i>See</i> Acting appointments.	
— Pecuniary arrangements between Government servants in connection with resignation of—	21
— (Temporary)—Applications for continuance of—requiring Secretary of State's sanction.	105
— Principle determining seniority of officers whose—in a given grade date from same date.	15
Arbitrators—Appointment of public officers as—	1
Army (Native) Training of non-commissioned officers and men of— for postal employment.	61
— Lists—Supply of—to post offices at cantonment stations	7

Subject.	Standing Order No.
Army Native pensioners—Employment of—in civil capacities . . .	55, 65
Articles of jail manufacture—Supply of—to Government Departments . . .	40
Attachment of privilege leave allowances . . .	60
Attachments of civil courts—Government claims against Govern- ment officers take precedence over— . . .	59
Attendance (Medical). <i>See</i> Medical attendance.	
Attitude of Government officers towards political movements . . .	47
<b>B.</b>	
Bags (Jute)—Use of—by Railway Mail Service . . . . .	111
Balances—Supervising officer's responsibilities in connection with sub-office— . . .	76
Bearing press messages—Acceptance of—at combined offices . . .	57
Bills—Payment by means of countersigned—of value of money orders drawn by Educational Department in favor of gurus. . .	42
Book parcels—Collection of customs duty on—received through P. and O. S. N. Co. . . .	84
Books—Prohibition against purchase of—otherwise than through the Secretary of State, not applicable to second-hand books. . .	2
Borahs and bunniahs—Employment of—and other shop-keepers as postmasters. . . .	9
Branch postmasters—Employment of bunniahs, borahs and other shop-keepers as— . . .	9
—Employment of station masters as— . . .	36
Breaking or cutting of coin under Indian Coinage Act . . . .	17
British postal orders issued in India to be distinctly and legibly stamped. . . .	107
Buildings (Hired) occupied as post offices . . . . .	56
Bunniahs and borahs—Employment of—and other shop-keepers as postmasters. . . .	9
Burma—Smuggling of opium into—through the post . . . .	53
<b>C.</b>	
Calcutta-Bombay mail <i>vid</i> Jubbulpore—Outward foreign money orders for which Bombay is office of ex- change, not to be sent by—on outward mail foreign day. . . .	99
— <i>vid</i> Jubbulpore—Outward foreign parcels not to be sent by—on outward foreign mail day. . . .	96
Camp equipage and horses—Conveyance of— . . . . .	85
Cantonment stations—Supply of Army Lists to post offices at— . .	7
Carbonic paper—Indents for—and eyelets required in combined offices. . . .	45
Cash balances—Supervising officer's responsibilities in connection with sub-office— . . .	76
Character and conduct—Vindication by Government officers of their public— . . .	49
Charges on telegrams—Postage stamps of highest denomination, to be used in payment of— . . .	34
Check on doubtful endorsements on promissory notes tendered as security. . . .	3

Appendix No. 18, Alphabetical Index, page 533—  
*Insert the following in its proper alphabetical place:—*

Circulars—Proper delivery of — posted by firms . . . . . 128  
No. 188.

Appendix No. 18, Alphabetical Index, page 533—  
*Insert the following under the head Complaints:—*

orders—Prompt disposal of— relating to the payment of money | 117  
No. 17.

Appendix No. 18, Alphabetical Index, page 533—  
*Insert the following under the head Conduct and character:—*

Communication of postal officers with the press in explanation or | 123  
defence of their official ———— |  
No. 134.



SUBJECT.	Standing Order No.
Chiefs (Native). <i>See</i> Native Chiefs.	
Chubb's locks to be obtained through Stationery office . . . .	66
Circle (Postal). <i>See</i> Postal circle.	
Civil court attachments—Government claims against Government officers take precedence over—	59
—— officer—Telegraphic report to be made if a—is killed or severely wounded by fanatics, or meets with sudden or violent death in exceptional circumstances .	95
—— Surgeons—Title of Government officers to attendance of— .	30
Claims by Government against Government officers take precedence over court attachments of pay.	59
—— Payment to be made down to pies in discharging—against Government.	6
Clerks (Government)—Rights of—to medical attendance and medicines.	26
Coin—Breaking or cutting of—under Indian Coinage Act . . .	17
Coinage Act (Indian)—Cutting or breaking of coin under— . .	17
Coins (Short-weight) —Discount on—to be sanctioned as contingent charge.	27
Combined offices—Acceptance of bearing press messages at— .	57
—— Indents for carbonic paper and eyelets required in—	45
—— to send to Directorate, monthly abstract of re- gister of sent messages.	78
Commanding Officers—Rights of soldiers who are savings bank depositors not controlled by their—	29
Commission (Special) on sale of large-sized registration envelopes .	64, 69
Compensation allowance (Exchange). <i>See</i> Exchange compensation allowance.	
Complaints, references, enquiries concerning telegrams . . . .	109
—— and enquiries—Disposal of—relating to telegrams . .	100
Complimentary Entertainments and Public Meetings—Attendance of Government officials at—	110
Compulsory registration not applicable to pay orders issued by Military Pay Department.	63
Conduct and character—Vindication by Government officers of their public—	49
Conjoint savings bank accounts—Withdrawals from— . . . .	103
Contingent charges—Discount on short-weight coins to be sanction- ed as—	27
Contracts and deeds—Execution of—and other legal instruments by postal officers.	80
Control and supervision of inspector's work and tours . . . .	75
Correspondence addressed to Director General . . . .	32
—— (Official). <i>See</i> Official correspondence.	
Countersigned bills—Payment by means of—of value of money orders drawn by Educational Department in favor of gurus.	42
Court of law - Appointment of public officers as arbitrators by— .	1
—— attachments—Government claims against Government officers take precedence over—	59
Covers—Economy in use of— . . . .	67
Criticism in public of Government policy by Government servants .	114
Customs duty—Articles received by foreign post, addressed to certain ruling Native Chiefs, exempt from—	88
Customs duty—Collection of—on book parcels received through P. and O. S. N. Co.	84



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Appendix No. 18, Alphabetical Index, page 534—

*Insert the following under the head Delivery*

Delivery — Proper — of trade circulars posted by firms .

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Appendix No. 18, Alphabetical Index, page 534—

*Insert the following in its proper alphabetical place : —*

Directories—Conditions under which publishers of Indian—may be  
allowed to utilise the services of postmasters in obtain-  
ing information for such publications . . . . .

No. 161. 127

SUBJECT.	Standing Order No.
Establishment of a post office to be considered as a whole in proposals for increased establishment.	72
Estimates of new or revised establishment to include exchange compensation allowance.	82
European manufactured articles—Chubb's locks included in—	66
superintendents—Grant of Moonshee allowance to—	31
Exchange compensation allowance to be included in estimated cost of new or revised establishment.	82
Execution of deeds, contracts or other legal instruments by postal officers.	80
Expenditure—Economy in—	74
Extra commission on sale of large-sized registration envelopes	62, 69
departmental agents—Employment of bunniahs, borahs and other shop-keepers as—	9
Employment of station masters as—	36
Eyelets—Indents for carbonic paper and—required in combined offices.	45
Eyeletted envelopes—Telegrams to be enclosed in—	41

## F.

Fanatics—Telegraphic report to be made if a Civil officer is killed or severely wounded by—or meets with sudden or violent death in exceptional circumstances.	95
Foreign letter post—Non-dutiable articles likely to be imported into India by—	112
mail—Disposal of letters for homeward-bound passengers by P. and O.—steamers.	104
from Calcutta to Bombay <i>via</i> Jubbulpore—Outward foreign money orders for which Bombay is office of exchange not to be sent by—on outward foreign mail day.	99
from Calcutta to Bombay <i>via</i> Jubbulpore—Outward foreign parcels not to be sent by—on outward foreign mail day.	96
Foreign money orders for which Bombay is office of exchange, not to be sent by Calcutta-Bombay mail <i>via</i> Jubbulpore on outward foreign mail day.	99
parcels not to be sent by Calcutta-Bombay mail <i>via</i> Jubbulpore on outward foreign mail day.	96
post—Articles received by—addressed to certain ruling Native Chiefs exempt from customs duty.	88
settlements in India—Redirection of articles from French—	35

Appendix No. 18, Alphabetical Index, page 535—

*Insert the following under the head Foreign :—*

service—Explanation of the rules regulating transfers of Government officers to—	116
--	-----

SUBJECT.	Standing Order No.
Custom duty free articles likely to be imported into India by foreign letter post.	112
Cutting or breaking of coin under Indian Coinage Act . . . .	17
<b>D.</b>	
Damage or loss—Liability of sender of ordinary parcel for—caused by such parcel to insured parcels.	77
Date stamp—Impression of—on British postal orders issued in India to be distinct and legible.	107
Death—Telegraphic report to be made if a Civil officer is killed or severely wounded by fanatics, or meets with sudden or violent—in exceptional circumstances.	95
Deeds and contracts—Execution of—and other legal instruments by postal officers.	80
Defectively gummed postage stamps and envelopes . . . . .	91
Deficient postage—Recovery of—or other postal fees in respect of prepaid parcels and v. p. unregistered articles.	108
Delivery—Addresses in telegrams to be sufficiently complete to ensure—	105
————— Improvement of rural— . . . . .	68
Departments (Government). <i>See</i> Government Departments.	
Designation (Official). <i>See</i> Official designation.	
Director General—Correspondence addressed to—	32
————— Disposal by heads of circles of appeals and petitions transferred to them by—	86
————— Petitions to Government of India against orders of—	46
————— to be furnished by combined offices with monthly abstract of register of sent messages.	73
Disconnection of telegraph instruments for practice signalling prohibited.	33
Discount on short-weight coins to be sanctioned as contingent charge	27
<b>E.</b>	
Economy in public expenditure . . . . .	74
Educational Department—Payment by means of countersigned bills of value of money orders drawn by—in favor of gurus.	42
Embossed envelopes and postage stamps defectively gummed .	91
Employment of bunniahs and borahs and other shop-keepers as postmasters.	9
————— of pensioned Native soldiers in civil capacities . .	55, 65
England—Prohibition against purchase of books otherwise than from—through Secretary of State not applicable to second-hand books.	2
Envelopes—Telegrams to be enclosed in eyeletted— . . . .	41
————— (Registration). <i>See</i> Registration envelopes.	
Envelopes (Embossed). <i>See</i> Embossed envelopes.	
Establishment—Exchange compensation allowance to be included in estimated cost of new or revised—	82

SUBJECT.	Standing Order No.
Establishment of a post office to be considered as a whole in proposals for increased establishment.	72
Estimates of new or revised establishment to include exchange compensation allowance.	82
European manufactured articles—Chubb's locks included in—	66
superintendents—Grant of Moonshee allowance to—	31
Exchange compensation allowance to be included in estimated cost of new or revised establishment.	82
Execution of deeds, contracts or other legal instruments by postal officers.	80
Expenditure—Economy in—	74
Extra commission on sale of large-sized registration envelopes	62, 69
departmental agents—Employment of bunniahs, borahs and other shop-keepers as—	9
Employment of station masters as—	36
Eyelets—Indents for carbonic paper and—required in combined offices.	45
Eyeletted envelopes—Telegrams to be enclosed in—	41

## F.

Fanatics—Telegraphic report to be made if a Civil officer is killed or severely wounded by—or meets with sudden or violent death in exceptional circumstances.	95
Foreign letter post—Non-dutiable articles likely to be imported into India by—	112
mail—Disposal of letters for homeward-bound passengers by P. and O.—steamers.	104
from Calcutta to Bombay <i>via</i> Jubbulpore—Outward foreign money orders for which Bombay is office of exchange not to be sent by—on outward foreign mail day.	99
from Calcutta to Bombay <i>via</i> Jubbulpore—Outward foreign parcels not to be sent by—on outward foreign mail day.	96
Foreign money orders for which Bombay is office of exchange, not to be sent by Calcutta-Bombay mail <i>via</i> Jubbulpore on outward foreign mail day.	99
parcels not to be sent by Calcutta-Bombay mail <i>via</i> Jubbulpore on outward foreign mail day.	96
post—Articles received by—addressed to certain ruling Native Chiefs exempt from customs duty.	88
settlements in India—Redirection of articles from French—	35 83

## Appendix No. 18, Alphabetical Index, page 535—

35

*Insert the following under the head Foreign :—*

service—Explanation of the rules regulating transfers of Government officers to—	116
--	-----

## POST OFFICE MANUAL.

APPENDIX NO. 18

Appendix No. 18, Alphabetical Index, page 535—

*Insert the following under the head Foreign:—*

— service—Explanation of the rules regulating transfers |  
of Government officers to—

116

No. 16.

Appendix No. 18, Alphabetical Index, page 530—

*Strike out the entry—*

G. I. P. Railway—Postal officers empowered to sue per  
over—

No. 122.

Appendix No. 18, Alphabetical Index, page 535—

*Against the head Government Officials - connection of—with the  
press—insert 123 in second column.*

No. 123.

.....  
Appendix No. 18, Alphabetical Index, page 537—

*Insert the following under the head* Indian Postal  
Guide :—

———— Pamphlet form of Rules for guidance of  
depositors to be printed from standing type  
in————.

121

No. 22.

—————



SUBJECT.	Standing Order No.
Government—Payment to be made down to pies in discharging claims against—	6
——— Clerks - Rights of—to medical attendance and medicines	26
——— Departments—Supply of Indian Postal Guide and other official publications to—	70
——— Supply of jail-made articles to—	40
——— expenditure—Economy in—	74
Government of India—Petitions to—	46
——— Officers—Applications by—for free medical attendance, to show their official designations.	4
——— Attitude of—towards political movements	47
——— entitled to Presidency house rent forfeit same when residing in a public building.	16, 18, 19, 20
——— Government claims against—take precedence over court for attachments of pay.	59
——— Title of—to medical attendance	30
——— Officials—Acceptance of presents by—from Native Chiefs and others.	5
——— Acceptance of testimonials and addresses by—	110
——— Application by—for pecuniary contribution towards public objects from Native Chiefs.	37, 39
——— Appointment of—as arbitrators	1
——— Connection of—with the Press	25, 64, 70
——— Indebtedness of—	97
——— Pecuniary arrangements between—in connection with resignation of appointments.	21
——— Public criticisms of Government policy by—	114
——— Sale of property by—to Natives	12, 13
——— Vindication by—of their public conduct and character.	49
Government promissory notes <i>See</i> Promissory notes.	
Government servants—Acceptance of presents by—from Native Chiefs and others.	5
——— Acceptance of testimonials and addresses by—	110
——— Applications by—for pecuniary contributions towards public objects from Native Chiefs.	37, 39
——— Appointment of—as arbitrators	1
——— Connection of—with the Press	25, 64
——— Indebtedness of—	97
——— Pecuniary arrangements between—in connection with resignation of appointments.	21
——— Public criticisms of Government policy by—	114
——— Sale of property by—to Natives	12, 13
——— Vindication by—of their official conduct and character.	49
Grade—Principle determining seniority of officers entering a given— on same date.	15
Grading of postmasters in minor postal circles	73
——— and promotion of superintendents	93
<del>Guides (Indian Postal) <i>See</i> Indian Postal Guide.</del>	<del>94</del>
Gum—Postage stamps and envelopes with—defective	91
Gurus—Payment by means of countersigned bills of value of money orders drawn by Educational Department in favor of—	42

SUBJECT.	Standing Order No.
<b>H.</b>	
Heads of Circles—Disposal by—of petitions and appeals transferred to them by Director General.	86
_____ may sanction discount on short-weight coins	27
Head postmasters' responsibilities in connection with sub-office cash balances.	76
Hindus and Mahomedans—Testamentary power of—over life policies by will.	33
Hired buildings occupied as post offices	56
Holkar State—Treatment of post cards issued by—passing through Imperial Post.	90
Homeward-bound passengers—Disposal of letters for—by P. and O mail steamers.	104
Horses and camp equipage—Conveyance of—	85
House rent (Presidency). <i>See</i> Presidency house rent.	
_____ of Commons—Petitions or memorials to—	44
_____ of Lords—Petitions or memorials to—	44
Houses (Hired) occupied as post offices	56
_____ of Parliament—Petitions or memorials to—	44
Human and other viscera—Packing of—for transmission by post	54
Hyderabad State—Special procedure in respect of parcels for—	58
<b>I.</b>	
Improvement of rural delivery	68
Indebtedness of Government officials	97
Indents for carbonic paper and eyelets required in combined offices	24
_____ Postal service post cards to be supplied to Telegraph Department on—	2
India—Prohibition against purchase of books otherwise than through Secretary of State, not applicable to second-hand books procurable in—	66
_____ Office—Chubb's locks to be obtained from—through Stationery office.	17
Indian Coinage Act—Cutting or breaking of coin under—	70
Indian foreign settlements <i>See</i> Foreign settlements.	
_____ Postal Guide—Supply of—and other official publications to Government Departments.	109
Inquiries, complaints and references concerning telegrams	100
_____ and complaints—Disposal of—relating to telegrams	68
Inspectors—Employment of—in connection with rural delivery	75
_____s—Supervision and control of—tour and work	33
Instruments (Telegraph)—Disconnection of—for practice-signalling prohibited.	77
Insured parcels—Liability of sender of ordinary parcel for damage or loss caused by such parcels to—	84
International office journal. <i>See</i> L'Union Postale.	
Inward foreign parcels—Collection of customs duty on book parcels received through P. and O. S. N. Company to be made in same way as on—	

Appendix No. 18, Alphabetical Index, page 538—

*Insert the following in its proper alphabetical place:—*

judgments—Of acquittal and orders of discharge to be supplied  
free of charge on the application of the head of a  
department.

120

No. 20.

.....

Appendix No. 18, Alphabetical Index, page 539—

*Insert the following under the head Money Orders:—*

————— Complaints and enquiries relating to the paymen .117  
of— Prompt disposal of————.

No. 11

.....

SUBJECT.	Standing Order No.
<b>J.</b>	
Jail-made articles—Supply of—to Government Departments . . . . .	40
Journal (International Office). <i>See</i> L'Union Postale.	
Jute-bags—Use of—by Railway Mail Service . . . . .	111
<b>K.</b>	
Killing or wounding of Civil officers by fanatics to be reported by telegraph.	95
<b>L.</b>	
L'Union Postale—Subscription to— . . . . .	43
Leave—(Grant of—to postal employés under training in telegraphy) (Privilege). <i>See</i> Privilege leave.	23
Legal instruments—Execution of deeds, contracts and other—by postal officers.	80
Letters—Disposal of—for homeward-bound passengers by P. and O. mail steamers.	104
Liability of privilege leave allowances to attachment . . . . .	60
— of sender of ordinary parcel for damage and loss caused by such parcel to insured parcels.	77
Life Insurance policies—Testamentary power of Hindus and Mahomedans over—by will.	38
Licensed stamp vendors—Postmasters authorised to act as—for non-judicial stamps.	10
Licensed vendors. <i>See</i> Licensed stamp vendors.	
Limit of withdrawals from public and regimental savings bank accounts.	79
List of postal officers—Inclusion of certain postmasters in—	73
Loans—Prohibition against public officers taking—from persons subject to their official authority or influence.	97
Local purchase of Chubb's locks prohibited . . . . .	66
— Boards—Application by—for pecuniary contributions towards public objects from Native Chiefs.	37, 39
Locks (Chubb's) to be obtained through Stationery office . . . .	66
Lords (House of). <i>See</i> Parliament.	
Loss or damage—Liability of sender of ordinary parcel for—caused by such parcel to insured parcels.	77
<b>M.</b>	
Magistrates—Payment by means of bills countersigned by—of value of money orders drawn by Educational Department in favor of gurus.	42
Mahomedans and Hindus—Testamentary power of—over life policies by will.	38
Mail runners. <i>See</i> Runners.	
Mail steamers—Disposal of letters for homeward-bound passengers by P. and O.—	104

SUBJECT.	Standing Order No.
Medical attendance—Applications by Government officers for free—to show their official designations.	4
— Title of Government officers to—	30
— and medicines—Rights of Government clerks to—	26
Medicines and medical attendance—Rights of Government clerks to—	26
Meetings (Political)—Attitude of Government officers towards—	47
Memorials to Queen or to Parliament	44
Messages—Acceptance of bearing press—at combined offices	57
Messengers (Telegraph). <i>See</i> Telegraph messengers.	
Military cantonment station—Supply of Army Lists to post offices at—	
— Native non-commissioned officers and men—Training of—	61
— pensioners—Employment of—in civil capacities	55, 65
— Pay Department—Compulsory registration not applicable to pay orders issued by—	63
Minor postal circles—Grading of postmasters in—	73
Mogalai post offices—Special procedure in respect of parcels for—	58
Monetary arrangements between Government servants in connection with resignation of appointments.	21
— contributions—Application by Government officials for— towards public objects from Native Chiefs.	37, 39
Money orders—Payment by means of countersigned bills of value of—drawn by Educational Department in favor of gurus.	42
— (Foreign). <i>See</i> Foreign money orders.	
— Remittance by—of Forest revenue to treasuries and advances to disbursers.	83
Moonshee allowance—Grant of—to European superintendents	31
Movements (Political)—Attitude of Government officers towards—	47
Municipal Boards—Application by—for pecuniary contributions towards public objects from Native Chiefs.	37, 39
N.	
Native army—Training of non-commissioned officers and men of—for postal employment.	61
— Chiefs—Acceptance of presents by Government servants from—and others.	5
— Application by Government officials for pecuniary contributions towards public objects from—	37, 39
— Articles received by foreign post, addressed to certain ruling—exempt from customs duty.	
— pensioned soldiers—Employment of—in civil capacities	55, 88
— State of Holkar—Treatment of postcards issued by—passing through Imperial Post.	90
— Hyderabad—Special procedure in respect of parcels for—	58
Natives—Sale of property by Government officials to—	12, 13
Newspapers—Connection of Government officials with—	25, 64
Non-commissioned officers—Training of Native Army,—and men for postal employment.	61

Appendix 18, Alphabetical Index, page 540—

*Insert the following in its proper alphabetical place:—*

objection Instructions for the proper adjustment of time-bills  
under—

No. 135

Appendix No. 18, Alphabetical Index, page 540—

*Insert the following in its proper alphabetical place:—*

Orders of discharge and judgments of acquittal to be supplied  
free of charge on the application of the head  
of a department

120

No. 21.

Appendix No. 18, Alphabetical Index, page 540—

*Insert the following under the head 'Parcels':—*

Conditions as to posting of—at post offices within plague infected areas

122

No. 136

Appendix No. 18, Alphabetical Index, page 540—

*Strike out the entry—*

[Passes] Postal officers empowered to issue—over G. I. P.  
Railway.

No. 221

~~Appendix No 18, Alphabetical Index, page 541—~~

~~Insert the following in its proper alphabetical place:—~~

~~Plague infected areas.—conditions as to posting of parcels at post  
offices within—~~

122

No. 137.

~~Appendix No. 18, Alphabetical Index, page 541—~~

~~Strike out the following entries:—~~

~~[Postal Officers] Empowered to issue passes on G. I. P. Rail-  
way.~~

~~[Postal] Passes over G. I. P. Railway — List of postal offi-  
cers empowered to issue.~~

No. 22

~~Appendix No. 18, Alphabetical Index, page 541—~~

~~Insert the following in its proper alphabetical place:—~~

~~Postal service—C is to be taken in classifying telegrams as on—~~

119A

No 77



SUBJECT.	Standing Order No.
Non-dutiable articles likely to be imported into India by foreign letter post.	112
Non-judicial stamps—Postmasters authorised to sell— . . .	10
<b>O.</b>	
Officers Commanding—Rights of soldiers who are savings bank depositors not controlled by their—	29
Official conduct and character—Vindication by Government officers of their—	49
—— correspondence—Unnecessary large envelopes not to be used for—	67
—— covers—Economy in use of—	67
—— designation—Application by Government officers for free medical aid, to show their—	4
—— envelopes—Economy in use of—	67
—— information—Communication of—to the Press . . . .	25, 64
—— publications—Supply of Indian Postal Guide and other—to Government Departments.	70
Officiating appointments—Reversion of superintendents from—	50
Opium—Smuggling of—into Burma through the post . . . .	53
Ordinary parcel—Liability of sender of—for damage or loss caused by such parcel to insured parcels.	77
Outward foreign money orders for which Bombay is office of exchange, not to be sent by Calcutta-Bombay mail <i>via</i> Jubbulpore on outward foreign mail day.	99
—— parcels not to be sent by Calcutta-Bombay mail <i>via</i> Jubbulpore, on outward foreign mail day.	96
<b>P.</b>	
Packing of human and other viscera for transmission by post . . .	54
Parcel—Liability of sender of ordinary—for damage or loss caused by such parcel to insured parcels.	77
—— (Insured). <i>See</i> Insured parcel.	
—— receipts—Special procedure in respect of—pertaining to parcels for Hyderabad State.	58
Parcels (Outward foreign). <i>See</i> Outward foreign parcels.	
—— Packing of—containing human and other viscera . . . .	54
—— Recovery of deficient postage or other postal fees in respect of prepaid—and v. p. unregistered articles.	108
—— Special procedure in respect of—for Hyderabad State . . .	58
Parliament—Petitions or memorials to— . . . .	44
Passengers—Disposal of letters for—by the P. and O. homeward mail steamers.	104
Passes—Applications for refund on unused reply-paid telegram—not to be sent on postal service.	101
<del>Post-office officers empowered to receive—cases Calcutta-Bombay</del>	<del>54</del>
Pay—Allowances to postmen and others working as telegraph messengers, to be treated as—	94

SUBJECT.	Standing Order No.
Pay—Government claims against Government officers take precedence over court attachments of—	59
Payment to be made down to pies, in discharge of claims against Government	6
Pay orders—Compulsory registration not applicable to—issued by Military Pay Department.	63
Pecuniary arrangements between Government servants in connection with resignation of appointments.	21
— contributions—Application by Government officials for—towards public objects from Native Chiefs.	37, 39
P. and O. mail steamers—Disposal of letters for homeward-bound passengers by—	104
— S. N. Co.—Collection of customs duty on book parcels received through—	84
Pensioned Native soldiers—Employment of—in civil capacities	55, 65
Petitions to Government of India.	46
— and appeals—Disposal by heads of circles of—transferred to them by Director General.	86
— or memorials to Parliament	44
Pies—Payment to be made down to—in discharging claims against Government.	6
Policy of Government—Public criticisms of—by Government servants	114
Political movements—Attitude of Government officers towards—	47
Postage—Recovery of deficient—or other postal fees in respect of prepaid parcels and v. p. unregistered articles	108
Postage stamps of highest denomination to be used in payment of charges on telegrams.	34
— and envelopes defectively gummed	91
Postal circle—Grading of postmasters in minor—	73
— clerks to be encouraged to learn telegraphy	28
— Department—Officers of the—empowered to execute deeds, contracts and other legal instruments.	80
— employment—Training of Native non-commissioned officers and men for—	61
— fees—Recovery of deficient postage or other—in respect of prepaid parcels and v. p. unregistered articles.	108
— Guide (Indian). <i>See</i> Indian Postal Guide.	
— officers—Execution of deeds, contracts and other legal instruments by—	80
— Inclusion of certain postmasters in quarterly list of—	73
— officials—Complaints, enquiries and references concerning telegrams made to—	109
— orders (British) <i>See</i> British postal orders.	
— passes <i>See</i> G. I. P. Railway—List of postal telegrams <del>permitted to be sent</del>	
— Reserve signallers to keep up knowledge and practice of signalling.	52
— service—Applications for refund on unused reply-paid telegram passes not to be sent on—	101
— postcards to be supplied to Telegraph Department on indent.	24
— Union Journal. <i>See</i> L'Union Postale.	
Postale (L'Union). <i>See</i> L'Union Postale.	

Appendix No. 18, Alphabetical Index, page 542—  
*against the head Press*—Correction of Government service  
Insert 123 in second column.

Appendix No. 18, Alphabetical Index, page 542—

*Insert the following in its proper alphabetical place :—*

Probationers—paid and unpaid—no specific duties to be assigned to them and the number of paid probationers in each division to be sufficient or at least half the average number of vacancies.	115
---	-----

No 15.

Appendix No. 18, Alphabetical Index, page 543—

*Insert the following under the head Publications :—*

— Distribution of — and printed works issued from the | 118, 119  
Director-General's office.

No. 19

Appendix No. 18, Alphabetical Index, page 543—

*Against the entry—*

Punkhas and punkhawallahs —for Superintendent's offices —

*Substitute Standing Order No. 126 for No. 81 and strike off  
the two succeeding entries, viz. :—*

Punkhawallahs—for superintendents when on tour . . . 9  
— and punkhas for Superintendents' offices . . . 8

No. 157.

SUBJECT.	Standing Order No.
Postcards—Treatment of—issued by Holkar State passing through Imperial Post.	90
——— (Postal service) to be supplied to Telegraph Department on indent.	24
Postmasters authorised to sell non-judicial stamps . . . .	10
——— Employment of station masters as—	36
——— Inclusion of certain—in quarterly list of postal officers.	73
——— General—Disposal by—of petitions and appeals transferred to them by Director General.	86
——— may sanction discount on short-weight coins.	27
Postmen—Allowances to—and others working as telegraph messengers, to be treated as pay.	94
Post offices—Employment of bunniah, borahs and other shopkeepers as postmasters of small—	9
——— Supply of Army Lists to—at cantonment stations .	7
——— Supply of punkhas to— . . . . .	71
Powers (Testamentary). <i>See</i> Testamentary powers.	
Practice signalling—Disconnection of telegraph instruments for— prohibited.	33
Presidency house rent—Officers entitled to—forfeit same when residing in public building.	16, 18, 19, 20
Presents—Acceptance of—by Government officials from Native Chiefs and others.	5
Press—Connection of Government servants with— . . . .	25, 64
——— messages (Bearing)—Acceptance of—at combined offices .	23
Presses (Private). <i>See</i> Private presses.	57
Principle determining seniority of officers entering a given grade on same date.	15
Principles regulating promotions and reversions of superintendents	48
Printing by private presses . . . . .	14
Private presses—Printing by— . . . . .	14
Privilege leave allowance—Attachment of—	60
Prohibition against purchase of books otherwise than through the Secretary of State not applicable to second-hand books.	2
——— against shooting sacred animals in certain localities .	87
——— against supply of uniforms to runners . . . . .	8
Promissory notes with doubtful endorsement tendered as security to be sent to Public Debt office for renewal.	3
Promotion and grading of superintendents . . . . .	93
Promotions—Principle determining—of officers who entered a given grade on same date.	15
——— and reversions of superintendents—Principles regulating—	48
Property—Sale of—by Government officials to natives . . . .	12, 13
Proposition statements—Establishment of a post office to be considered as a whole in—for increased establishment.	72
Public accounts—Withdrawals in excess of limit from—in post office savings bank.	89
——— and regimental savings bank accounts—Limit of withdrawals from—	79
——— building—Officers entitled to Presidency house rent forfeit same when residing in—	16, 18, 19, 20
——— conduct and character—Vindication by Government officers of their—	49
——— criticism of Government policy by Government servants .	114

SUBJECT.	Standing Order No.
Public Debt office—Promissory notes with doubtful endorsements tendered as security to be sent to—for renewal.	3
— expenditure—Economy in—	74
— meetings and complimentary entertainments—Attitude of Government officials at—	110
— objects—Application by Government officials for pecuniary contributions towards—from Native Chiefs.	37, 39
— officers—Acceptance of presents by—from Native Chiefs and others.	5
— Acceptance of testimonials and addresses by—	110
— Application by—for pecuniary contributions towards public objects from Native Chiefs.	37, 39
— Appointment of—as arbitrators . . . . .	1
— connection of—with the Press . . . . .	25, 64
— Pecuniary arrangements between—in connection with resignation of appointments.	21
— Prohibition against—taking loans from persons subject to their official authority or influence.	97
— Public criticism of Government policy by—	114
— Sale of property by—to natives . . . . .	12, 13
— Vindication by—of their official conduct and character.	49
— offices—Chubb's locks required for—to be obtained through Stationery office.	66
— Hired buildings occupied as— . . . . .	56
— to send promissory notes with doubtful endorsements to Public Debt office for renewal.	3
— Press—connection of Government servants with—	25, 64
— savings bank accounts—Withdrawals from—	106
— Withdrawal from—	102
Publications—Supply of Indian Postal Guide and other official—to Government Departments.	70
Punkhas—Supply of—to post offices . . . . .	71
— and punkhawallahs for Superintendent's offices . . . . .	100
<del>Punkhawallahs for superintendents' offices . . . . .</del>	<del>98</del>
<del>and punkhas for superintendents' offices . . . . .</del>	<del>98</del>
Q	
Quarterly list of postal officers—Inclusion of certain postmasters in—	73
Queen—Memorial to—or to Parliament . . . . .	44
R.	
Railway Mail Service—Use of jute bags by— . . . . .	111
— Station masters—Employment of—as postmasters . . . . .	36
Recruiting offices to be applied to for native military pensioners for civil employ.	65
Redirected parcels—Special procedure in respect of—from Hyderabad State.	58
Redirection of articles from French settlements in India . . . . .	35
References, complaints and enquiries concerning telegrams . . . . .	109

Appendix No 18, Alphabetical Index, page 544 -

*Insert the following in its proper alphabetical place :—*

Road mileage.—When—may be drawn by postal officials to and from a  
 railway station . . . . . | 124

No. 139.

Appendix No 18, Alphabetical Index, page 544—

*Against Sanction substitute 129 for 113.*

No. 21

Appendix No. 18, Alphabetical Index, Page 544—

*Insert the following under the head Savings bank :—*

Appendix No. 18, Alphabetical Index, page 545—

1st Secretary of State *substitute* 129 for 113

No 215.

Appendix No. 18, Alphabetical Index, page 545—

*For the entry—*

Superintendents Punknawallahs for —when on tour . . . 92

*Substitute—*

Superintendents—Punkhas and punkhawallahs for— . . . 126

No 158.



SUBJECT.	Standing Order No.
Refund—Application for—on unused reply-paid telegram passes, not to be sent on postal service.	101
Regimental and other conjoint savings bank accounts—Withdrawals from—	103
———— public savings bank accounts—Limit of withdrawals from—	79
Registered articles—containing pay orders issued by Military Pay Department exempt from compulsory registration.	63
Registration not compulsory in respect of pay orders issued by Military Pay Department.	63
———— envelopes—Special commission on sales of large-sized—	62, 69
Relative seniority—Principle determining—of officers entering a given grade on same date.	15
Remittance by money order of Forest revenue to treasuries, and advances to disbursers.	83
Reply-paid telegram passes—Application for refunds on unused— not to be sent on postal service.	101
Reserve postal signallers to keep up knowledge and practice of signalling.	52
Resignation—Pecuniary arrangements between Government servants in connection with—of appointments.	21
Responsibility of supervising officers in connection with sub-office balances.	76
Reversion of superintendents from acting vacancies	50
Reversions and promotions of superintendents—Principles regulating—	48
Rights of Government clerks to medical attendance and medicines	26
———— of soldiers who are savings bank depositors not controlled by their commanding officers.	29
Rules regarding petitions to Government of India	46
———— relating to title of Government officials to free medical attendance	30
Runners—Supply of uniforms to—prohibited	8
Rural delivery—Improvement of—	68
S.	
Sacred animals—Prohibition against shooting—in certain localities	87
Sale of non-judicial stamps by postmasters	10
———— of property by Government officials to natives	12, 13
Sanction—Applications for continuance of temporary appointments and allowances requiring Secretary of State's—	12, 13
———— Heads of circles may—discount on short-weight coins	27
Savings bank—Rights of soldiers who are depositors in—not controlled by their commanding officers.	29
———— Withdrawals in excess of limit from public accounts	89
———— Withdrawals from public—accounts	102, 106
———— Withdrawals from Regimental and other conjoint—accounts.	103
———— Limit of withdrawals from public and regimental—accounts.	79

SUBJECT.	Standing Order No.
School gurus—Payment by means of countersigned bills of value of money orders drawn by Educational Department in favour of—.	42
Second-hand books—Prohibition against purchase of books otherwise than through the Secretary of State not applicable to —.	2
Secretary of State—Applications for continuance of temporary appointments and allowances requiring sanction of—.	25
————— Chubb's locks to be obtained from—through Stationery office.	66
————— Petitions to Parliament against orders of— .	44
————— Prohibition against purchase of books otherwise than through—not applicable to second-hand books.	2
Security—Promissory notes with doubtful endorsements tendered as—to be sent to Public Debt office for renewal.	3
Seniority—Principle determining—of officers entering a given grade on same date.	15
Settlements (Foreign). <i>See</i> Foreign settlements.	
Shooting—Prohibition against—sacred animals in certain localities.	87
Shop-keepers—Employment of bunniahs, borahs and other—as postmasters.	9
Short-weight coins—Discount on—to be sanctioned as contingent charge.	27
Signallers (Postal reserve) to keep up knowledge and practice of signalling.	52
Signalling—Disconnection of telegraph instruments for practice—prohibited.	33
————— (Telegraph)—Postal clerks to be encouraged to learn—.	28
Smuggling of opium to Burma through the post . . . . .	53
Soldiers—Employment of pensioned Native—in civil capacities . .	55, 65
————— Rights of—who are savings banks depositors, not controlled by their commanding officers.	29
————— Training of Native Army non-commissioned officers and—for postal employment.	61
Special commission on sale of large-sized registration envelopes .	62, 69
Stamp vendors <i>See</i> Licensed stamp vendors.	
Stamping on British postal orders issued in India to be distinct and legible.	107
Stamps (Non-judicial).—Postmasters authorised to sell— . . .	10
————— (Postage). <i>See</i> Postage stamps.	
————— (special) to be used by Hyderabad Imperial post office in respect of parcels for Hyderabad State.	58
Station masters—Employment of—as postmasters . . . . .	36
Stationery Office—Chubb's locks to be obtained through— . . .	66
Sub-office balances—Supervising officer's responsibilities in connection with—	76
Subscribers to L'Union Postale . . . . .	43
Subscriptions for L'Union Postale . . . . .	43
Superintendent of Stationery—Chubb's locks to be obtained through—	66
Superintendents (European)—Grant of Moonshee allowance to— .	31
————— Pukhawalahs for— <del>when on tour</del> . . . . .	126

Appendix No. 18, Alphabetical Index, page 546—  
*Against the entry—*

Superintendents' offices—Punkhas and punkhawallahs for—

*Substitute Standing Order No. 126 for No. 81.*

No 159

Appendix No. 18, Alphabetical Index, page 546—

*Insert the following in its proper alphabetical place:—*

Telegrams—Care to be taken in classifying—as on postal service

116A

No 78.

Appendix No. 18, Alphabetical Index, page 546—

*Against Timely application substitute 129 for 113.*

No 21

Appendix No. 18, Alphabetical Index, page 547—

*Insert the following in its alphabetical place:—*

*Circulars* — Proper delivery of—posted by firms . . . 128  
No. 190.

Appendix No. 18, Alphabetical Index, page 547—

*Strike out the entry—*

Tour—Punkhaw illahs for superintendents when on— . . .

No. 160.

Appendix No. 18, Alphabetical Index, page 547—

*Insert the following under the head Travelling Allowances:—*

When road mileage may be drawn by postal officials to and from a  
railway station . . . . . 12

No. 140.

SUBJECT.	Standing Order No.
Superintendents—Principles regulating promotions and reversions of—	48
----- Grading and promotion of— . . . . .	93
----- Reversion of—from acting vacancies . . . . .	50
Superintendents' offices—Punkhas and punkhawalahs for— . . . . .	76
Supervising officers' responsibilities in connection with sub-office cash balances.	76
Supervision and control of inspectors' tour and work . . . . .	75
Supply of Indian Postal Guide and other official publications to Government Departments.	70
----- of punkhas to post offices . . . . .	71
<b>T.</b>	
Telegram passes—Applications for refund on unused reply-paid—not to be sent on postal service.	101
Telegrams—Acceptance of bearing press—at combined offices . . . . .	57
----- Addresses in—to be sufficiently complete to ensure delivery.	105
----- Disposal of complaints and enquiries relating to— . . . . .	100
----- Postage stamps of highest denomination to be used on—in payment of charges.	34
----- to be enclosed in eyeletted envelopes . . . . .	41
Telegraph authorities to be consulted before leave is granted to postal employés under training in telegraphy.	23
----- Indents for carbonic paper and eyelet required for—purposes	45
----- Department—Complaints, enquiries and references concerning telegrams transferred by postal officials to—	109
----- Postal service post cards to be supplied to—on indent.	24
----- instruments—Disconnection of—for practice signalling prohibited.	33
----- messengers—Allowances to postmen and others working as—to be treated as pay.	94
----- Training class—Grant of leave to postal employés attending—	23
Telegraphy—Grant of leave to postal employés under training in—	23
----- Knowledge of—to be kept up by reserve postal signallers.	52
----- Men knowing—to be given preference in filling up vacancies in post offices.	22
----- Postal clerks should be encouraged to learn— . . . . .	28
Temporary appointments and allowances—Applications for continuance of—requiring Secretary of State's sanction	13
----- Vacancies—Transfer of officials to fill—to be avoided . . . . .	98
Testamentary powers of Hindus and Mahomedans over life policies by will.	38
Testimonials and addresses—Acceptance of—by Government officials	110
Timely application to be made for continuance of temporary appointments or allowances requiring Secretary of State's sanction.	127

SUBJECT.	Standing Order No.
Title of European superintendents to Moonshee allowance . . .	31
— of Government officers to medical attendance . . .	30
<del>Tour</del> —Punkhawalas for superintendents when on— . . .	98
Tours—Supervision and control of inspector's work and— . . .	75
A Training of Native Army, non-commissioned officers and men for postal employment.	61
Transfers of officials to fill temporary vacancies to be avoided . . .	98
J Travelling allowances on account of horses and camp equipage . . .	85
<b>U.</b>	
Uniforms—Supply of—to runners, prohibited . . .	8
Unregistered articles (V. P.)—See V. P. unregistered articles . . .	
Unused reply paid telegram passes—Applications for refunds on— not to be sent on postal service.	101
<b>V.</b>	
Vacancies—Preference to be given to telegraphists in filling—in post offices.	22
— Transfer of officials to fill temporary - to be avoided . . .	98
— Reversion of superintendents from acting— . . .	50
V. P. unregistered articles Recovery of deficient postage and other postal fees in respect of prepaid parcels and—.	108
Village delivery—Improvement of— . . .	68
Vindication by public officers of their official conduct and character . . .	49
Viscera—Packing of human and other—for transmission by post . . .	54
<b>W</b>	
Will—Testamentary powers of Hindus and Mahomedans over life policies by—.	38
Withdrawals in excess of limit from public accounts in the post office savings bank.	89
— from public savings bank accounts . . .	102, 106
— from Regimental and other conjoint savings bank accounts . . .	103
— Limit of—from public and Regimental savings bank accounts.	79
Wounding or killing of civil officers by fanatics, to be reported by telegraph.	95



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## Appendix No. 19.

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### GLOSSARY OF TECHNICAL TERMS.

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#### A

**Abbreviations.**—The following abbreviations are used in Post Office publications and forms *viz.*—

a. w.	for in account with.
B. O.	„ branch office.
B. P. O.	„ British postal order.
D O.	„ despatching office or officer.
D.L.O.	„ Dead Letter Office.
F. O.	„ foreign money order.
H. O.	„ head office.
Ins.	„ insured.
M. or M. O.	„ money order.
O. (cipher)	„ Postal Service.
R O	„ receiving office or officer.
R. M. S.	„ Railway Mail Service.
S. B.	„ Savings bank.
S. S B.	„ Sub-savings bank.
S. O.	„ sub-office.
T. M. O.	„ telegraphic money order.
V. P.	„ value-payable

**Abstract contingent bill.**—A contingent bill prepared in anticipation of the monthly contingent bill, when the contingent advance is exhausted, and payable without countersignature.

**Account bag.**—A bag in which money and documents involving accounts between head and sub-offices are enclosed.

**Account office.**—A post office (head or sub) with which a branch office is in account.—*See in account with.*

**Acknowledgment.**—A document certifying to the delivery of a registered article of the letter or parcel mail, or to the payment of a money order.

**Addressee.**—The person to whom an article of the letter or parcel mail is addressed.



**A. Orders.**—*See* Sorting orders.

**Articles of stock.**—A term which comprises everything supplied for the use of a post office (*e.g.*, furniture, bags, scales, stamps and seals, letter-boxes, etc.), except departmental forms.

**Assessment memo.**—A document issued by the customs authorities to indicate the amount of customs duty due on registered and unregistered articles of the foreign letter mail.

**Assistant postmaster.**—An official ranking next to the deputy postmaster in the presidency and certain other large head offices.

**Assistant superintendent**—An officer of the Railway Mail Service subordinate to the divisional superintendent.

**Attendance hours.**—The hours during which a Railway Mail Service set is required to be present at the record office for the performance of the duties connected with its previous and next working hours. In the case of sections, the days fixed for this purpose are termed **Attendance days**.

**Assurance.**—*See* Endowment Assurance.

## B

**Beat.**—(1) The area comprising streets or villages assigned to a postman or village postman, within the limits of which he is required to deliver articles or collect articles for despatch. (2) The portion of a railway line over which the sets composing a R. M. S. travelling section work, including the post offices served by such section.

**Beat articles.**—Articles requiring early disposal by the section to which they are sent.

**Beyond beat articles.**—Articles not requiring early disposal by the section to which they are sent, but which can be disposed of at a later period of the journey.

**B. Orders.**—*See* Guidance orders.

**Branch office.**—A small post office generally located in a village. A branch office may be in account with a head office or a sub-office; and the office with which it is in account is termed its account office.—*See* Account office.

**Branch office bag.**—A bag used for the exchange of articles, money, documents, etc., between a branch office and its account office and for the exchange of unregistered articles of the letter mail between a branch office and other offices with which it is in communication.

appendix No. 19, page 551 —

*In line 2 of the definition of the term Charge report.*

orrect for to from

No 79





**Branch postmaster.**—The official in charge of a branch office.

**Bundle.**—A collection of letters made up for despatch, either enclosed in bag or in a covering of paper or cloth, or merely tied together with twine.

## C

**Camp correspondence.**—A term applied to letters and other articles of correspondence addressed "camp" or with any other prescribed address, without the addition of the name of any post town, and intended for high officials on tour. Such articles are closed in special bags.

**Carrier.**—One who is in charge of, or conveys, mails or cash from one post office or stage to another.

**Cash bag.**—A bag provided for the purpose of enclosing remittance between post offices.

**Cash department.**—A department of a post office which deals with the receipts and payments of the office, and keeps the general accounts connected therewith.

**Cash office.**—A sub-office which serves as a depôt for cash which it supplies to, or receives from, other sub-offices.

**Certificate of nationality.**—A declaration required from a person newly appointed to a substantive post in a superior grade, stating his nationality, *i.e.*, whether he is a Native, Eurasian, Asiatic or European, and whether he is a statutory Native of India.

**Certificate of posting.**—A document granted by the office of posting to the sender of an unregistered article in evidence of its having been posted.

**Changing station.**—A railway station where the beats of two R. M. S. sections join, and where mails brought by one section are handed over by it to another section.

**Charge report.**—A report of the transfer of charge of an office or a department of a post office, ~~from~~ one officer to another, stating the date and hour when the transfer was effected.

**Circle.**—The area comprising the post offices and mail lines placed under the administrative control of a Postmaster-General or Deputy Postmaster-General. The Railway Mail Service forms a separate Postal circle administered by an officer designated the Inspector-General.

**Circle examiner.**—An officer attached to the office of the head of a postal circle, employed specially to examine and check the accounts of head offices in connection with postage collected on

unpaid parcels and the payment of salaries and contingent charges.

**Closed bundle.**—A bundle of unregistered articles packed in a closed cover and forwarded direct to a post office, between which and the despatching office one or more offices intervene.

**Closed well.**—A term applied to the well below the flooring of a R. M. S. mail van when mails are placed in it, and the well is sealed and labelled.

**Combined mail bag.**—A mail bag in which both station and sorting articles are placed, instead of being enclosed in separate station and sorting mail bags.

**Combined office.**—A post office which is also a Government telegraph office.

**Combined registered bag.**—A bag containing both station and sorting registered articles, and only one registered list in which all the articles are entered. It is placed in a combined mail bag.

**Comptroller.**—The Chief Account and Audit Officer of the Department.

**Cross mails.**—Mails conveyed on different lines which converge to one point on a through main mail line.

## D

**Dead Letter office.**—An office situated at the head quarters of a Postal Circle, which deals with undecipherable and unclaimed or refused articles sent to it by the post offices in the circle and served by it. A dead letter office endeavours to dispose of undecipherable and unclaimed articles by redirection to the addressees, and failing that, by return to the senders, and of refused articles, by return to the senders. Those articles which cannot be disposed of are deposited as dead.

**Defacement.**—The defacement of postage stamps on an article to prevent their use a second time. The instrument by which the defacement is effected is called the obliterator; but when the obliterator is combined with the date stamp, such instrument is called the combined date stamp.

**Delivery clerk.**—The clerk in charge of the delivery department.

**Delivery department.**—The department of a post office which deals with unregistered articles of the letter mail received for delivery.

**Delivery ticket.**—A ticket entitling the holder to receive unregistered articles to his address at the post-office window.

**Deposit.**—A term applied to (1) articles retained in a post office pending disposal; (2) money received from a depositor to be placed to credit of his savings bank account.

**Deposit case.**—A case, or press having compartments in which unregistered articles of the letter mail are kept in deposit pending disposal.

**Deposit department.**—The department of a post office which deals with unregistered articles of the letter mail which are not disposed of at the time of delivery.

**Depositor**—A person by whom, or on whose behalf, money is deposited in a Post Office Savings Bank.

**Deputy postmaster**—An official ranking next to the postmaster in the presidency offices and other large head offices.

**Deputy Postmaster-General**—The officer in administrative charge of a minor postal circle.

**Despatching office.**—The office which despatches an article or bag to another office, whether such article or bag be posted or made up in the office or received from another office for onward transmission.

**Despatching officer.**—The officer who despatches an article or bag and signs the document in which it is entered.

**Director-General.**—The administrative head of the Post Office of India.

**Distribution**—The allotment of articles to postmen and village postmen for delivery in their beats and to a selected clerk for delivery from the window of the post office.

**District dāk or post.**—Post offices, mail lines, and village postmen maintained by funds provided by a local cess.

**District Treasury.**—A Government treasury situated at the headquarters station of each district.

**District officer's post bag.**—A bag containing the tour correspondence of a district officer which is exchanged between the headquarters post office of the district and the camp of the officer.

**Division.**—The area comprising the post offices, mail lines, sections and mail offices under the supervision and control of an officer who is designated a *Superintendent*.

**Divisional superintendent.**—*See Superintendent.*

**Double duty.**—The trip made by a Railway Mail Service sorter who, on return from a trip, proceeds on another trip out of his proper turn.

**Doubtful article.**—An article believed to infringe some condition prescribed in the rules for the public in the *Postal Guide*.

**Due article.**—An article which is due to be despatched from one post office and received in another post office every day or at regular intervals. Closed bundles are due articles.

**Due bag.**—A bag comprised in the due mails.

**Due document.**—A document which is due to be despatched from one post office and received in another post office every day or at regular intervals. The following are examples of due documents: (1) mail lists, which are received with due mails when prescribed by the Postmaster-General; (2) registered lists (other than those enclosed in packet bags) which are received enclosed in registered bags or registered bundles; (3) h. o. and b. o. slips and daily accounts, which are received enclosed in account or branch office bags; (4) parcel lists exchanged between two head offices or between a head office and a mail office or section.

**Due mail.**—The due bags, articles, and documents despatched from one post office and received in another post office every day or at regular intervals.

## E

**Embossed envelope.**—An envelope having a postage stamp “embossed” or stamped in relief on it.—*See Postage stamp*

**Emergent advances.**—Advances of money granted, under exceptional circumstances, for the construction of post office buildings, etc.

**Endowment Assurance.**—A contract entered into by Government to pay a given sum of money to an individual, or his assigns, at a certain specified period of his life, or to his legal representatives or assigns at his death, if death occurs before the specified date.

**Experimental establishment.**—A post office or village postman sanctioned *temporarily* with the object of ascertaining whether the income is sufficient to meet the cost of its or his permanent maintenance.

**Export foreign mails.**—The outgoing mails for foreign countries forwarded, *vid* Bombay, by the steamers of the Peninsular and Oriental Company under the charge of officers of the Sea Post Office.

**Extra bag.**—A transit or mail bag made up for an office in excess of the number entered in the due mail list of despatches.

**Extra departmental agent.**—Not a regular servant of the Department, but a person with separate means of livelihood, who

undertakes postal duties with a view to obtain an addition to his income. \*

**Extra despatch of mails.**—When the letter or parcel mail to be despatched is more than the ordinary road establishment can carry, additional carriage for the mails is hired, and the despatch by such hired conveyance is termed an “extra despatch.”

## F

**Face.**—The side of an article on which the address is written.

**Facing.**—The arrangement of articles of the letter mail with the address-side upwards and the addresses turned in the same direction.

**First class postmaster.**—A postmaster whose office is not subordinate to the divisional superintendent, but is under the immediate supervision and control of the head of the circle.

**Fixed letter-box.**—A pillar or other letter-box which is not removeable, and the contents of which is cleared by a letter-box peon or other subordinate.

**Foreign article.**—An article posted in India for transmission\* to a foreign country, or received from a foreign country for delivery in India.

**Foreign exchange.**—*See Office of foreign exchange.*

**Foreign mails.**—*See Export foreign mails and Import foreign mails*

**Foreign post department.**—The department of a Presidency post office which deals with foreign articles and prepares the accounts arising from exchanges with foreign countries.

**Foreign rupee money order.**—A money order expressed in Indian currency, and drawn on or by certain countries, foreign settlements in India, and Native States.

**Foreign sterling money order.**—A money order expressed in sterling, and drawn on or by certain foreign countries.

**Forward.**—A term applied to (1) articles redirected to other post offices; (2) articles or bags received for onward transmission.

**Forward bundle.**—A bundle of unpaid forward articles of the letter mail.

**Frank.**—The superscription and attestation on an official article by the sender, entitling it to treatment under the rules for official correspondence. In the case of Postal Service articles, the attestation of the superscription may consist of the signature and



official designation of an officer of the Post Office Department, or the printed designation of his office, or the name stamp of a post office.

## G

**Gazetted appointment.**—An appointment made by the Government of India or the Director-General, announced in the *Gazette of India*. (A schedule of the appointments in the Post Office that are notified in the *Gazette of India* will be found at the end of the Chapter 7 of the *Post Office Manual*, Vol. III.)

**Government despatch bags.**—Bags made up by the Sea Post Office, containing foreign correspondence addressed to the Government of India, the Supreme Government or Local Governments in India, etc., without the addition of the name of any post-town.

**Government Telegraph Office.**—A telegraph office which is not a Railway (Guaranteed or State) telegraph office.

**Guarantee fund.**—A fund to which employes of the Department are required to subscribe by yearly payments. These payments are made by deduction from pay bills for June in each year.

**Guidance orders.**—Orders issued by a Superintendent, R. M. S., for the guidance of his subordinates in the performance of their duties on all subjects, except alterations in sorting lists. These orders are also termed *B. Orders*.

## H

**Hand-bag.**—A bag used by letter-box peons for the purpose of conveying articles, cleared from outside letter-boxes, to the post office.

**Hand-to-hand exchange.**—A term signifying the handing over of bags by a mail agent or mail peon to a section of the Railway Mail Service or by one section to another, or of bags, articles, or documents by one employé in a post office to another.

**Haulage charge.**—The charge, calculated according to distance, made by a Railway Company for the transportation of mails by rail, where reserved accommodation is provided.

**Head office.**—A post office which renders its accounts direct to the Comptroller, and which has sub and branch offices in account with and subordinate to it.

ppendix No. 19, page 557—  
ine 14: for clerk read office

No. 80.



**Head office of delivery.**—When an article is deliverable from a sub-office and has to pass, in the first instance, through the head office, the latter is termed the “Head office of delivery.”

**Head office of issue.**—When a money order is issued by a sub-office, the head office, in the accounts of which the transaction is included, is termed the “Head office of issue.”

**Head office of payment.**—When a money order is payable at a sub-office, the head office, in the accounts of which the transaction is included, is termed the “Head office of payment.”

**Head-quarters post office.**—The post office situated at the head-quarters of a postal circle.

**Head record clerk.**—The officer in charge of a head record office.

**Head record ~~clerk~~ <sup>office</sup>.**—The record office situated at the head-quarters of a R. M. S. Superintendent's division. *See Record office.*

**Head sorter.**—The sorter in charge of a set of a sorting section or sorting mail office.—*See Set.*

**Heavy packet.**—A packet which weighs over 20 tolas. When such a packet is registered, it is termed a “heavy registered packet.”

## I

**Import foreign mails.**—The incoming mails from foreign countries, which are sorted and dealt with by officers of the Sea Post Office.

**In account with.**—A term used in relation to head, sub, and branch offices, and signifying that the offices in respect of which the term is employed exchange remittances and articles giving rise to accounts; the names of the offices so related are printed opposite to one another in the *Quarterly List*.

**In communication with.**—A term used in relation to post offices, sections, and mail offices, and signifying that the offices or sections in respect of which the term is employed exchange mails; an office may be in communication with another office without being in account with it.

**Indian Post Office Act.**—*See Post Office Act.*

**Ink pad.**—A cushion moistened with ink and used in stamping.

**Inland article.**—An article conveyed by the inland post at inland postage rates.

- land money order.**—*See* Money order.
- Inland post.**—The post maintained by the Government of India between Indian post offices (whether by land or sea).
- Inspector.**—An officer subordinate to the divisional superintendent whose assistant he is.
- Inspector-General**—The officer in administrative charge of the Railway Mail Service.
- In-station**—The head-quarters of a travelling R. M. S section and the station at which the record office or sub-record office of the section is located.
- In-trip.**—The trip made by a R. M. S. set travelling towards its head-quarters or In-station—*See* Trip.
- Insufficiently paid.**—A term applied to an unregistered letter or packet when the full amount of postage chargeable on it under the rules has not been prepaid by means of postage stamps affixed to it.
- Insurance.**—A system under which the sender of a registered article of the letter or parcel mail can obtain compensation in the event of the article being lost or damaged while in the custody of the Post Office.
- Insured envelope.**—An envelope used to give cover to an insured letter whilst in transit.
- Insured bag.**—A bag used to give cover to all the insured parcels for the same destination.

## L

- Last-pay certificate.**—A certificate granted by the Comptroller or a head postmaster to an officer of the Department proceeding on transfer, leave or pension to enable him to draw his pay, leave allowance or pension.
- Late letter.**—A letter presented at the post office window after the final clearance of the letter-box, but before the despatch of the mail with which it was intended to be forwarded. Late letters are not detained, but are despatched with the outgoing mail, provided that they are fully prepaid and that the prescribed additional charge (called the late letter fee) is also paid.
- Letter-box.**—A locked or sealed receptacle or box in which letters and other small articles, intended for transmission by the letter mail, can be posted.

**Letter-box peon.**—A peon employed in post office to clear outside letter-boxes.

**Letter Mail**—A term signifying the conveyance of the lighter classes of articles posted, *i.e.*, letters and packets, by the most expeditious means, it also applies to articles so carried, and to the bags in which they are enclosed.

**Life insurance.**—A contract entered into by Government to pay a given sum of money, on the death of an individual, to his legal representatives and assigns.

**Light packet**—A packet which does not weigh more than 20 tolas.

**Loose**—A term applied to bags when they are forwarded without being enclosed in other bags.

## M

**Mail.**—The articles and bags received at, or despatched from, a post office or section.

**Mail agent**—The officer in-charge of a transit mail office.—*See* Mail office.

**Mail bag.**—A bag used for the conveyance of articles of the letter mail. Mail bags are of three kinds, *i.e.*, (1) station mail bags, which are used for station articles; (2) sorting mail bags, which are used for sorting articles; and (3) combined mail bags, which are used for both station and sorting articles.

**Mail clerk.**—The official in charge of the mail department of a post office.

**Mail department.**—The department of a post office which receives mails from, and makes them over to, the carrier.

**Mail guard.**—The officer in charge of a set of a transit section.—*See* Transit section.

**Mail office.**—A stationary office of the Railway Mail Service located on or near the railway platform at certain railway stations. Mail offices are of two kinds—sorting mail offices and transit mail offices. The former deal with the contents of mail bags addressed to them as well as with closed forward bags, while the latter deal only with closed bags. Every mail office is also a sub-record office.

**Mail officer.**—An official who has charge of the foreign mails when conveyed by railway or by sea.

**Mail peon.**—An official employed in a post office who attends at the railway station for the purpose of exchanging mails with the Railway Mail Service, and also an official employed in the larger sorting section of the Railway Mail Service as a general assistant.

**Mail service.**—*See* Service.

**Mail van.**—*See* Sorting van.

**Misdirected**—A term applied to an article on which the incorrect destination has been written in English by the office of posting.

**Mis-connection.**—A term used by the Railway Mail Service, and signifying that a mail has missed the train by which it was intended to be forwarded, owing to the late arrival at the junction station of the train conveying it.

**Missent.**—A term applied to an article which has been erroneously forwarded to an office other than the office of destination, or by a route other than the prescribed route.

**Money order.**—A means of remitting sums of money through the agency of the Post Office. Money may be remitted by means of money orders to any place in British India, and also to the foreign countries, etc., enumerated in the *Postal Guide*.

**Money order branch.**—The branch of the Comptroller's office which checks and adjusts the money order and British postal order accounts of all head offices.

**Money order clerk.**—The clerk in charge of the money order department of a post office.

**Money order department**—The department of a post office which deals with the issue and payment of money orders and sale of British postal orders, and keeps the accounts connected therewith.

**Money order office.**—A post office which transacts money order business. Money order offices are distinguished in the *Quarterly List* by the letter M.

**Monsoon charges.**—Extraordinary expenses incurred for conveying mails across unbridged rivers and streams and carrying them on difficult roads during the monsoon season.

**Monthly allowance.**—A fixed monthly income secured by the payment of one or more subscriptions on the condition that, after a certain specified date, the monthly allowance shall become payable to the purchaser during the remainder of his lifetime.

## N

**Native of India.**—A term defined by the Government as applicable to “any person born and domiciled within the dominions of Her Majesty in India, or within the territories of Indian Princes tributary to, or in alliance with, Her Majesty, of parents habitually resident in India and not established there for temporary purposes only.”

**No insurance.**—A remark entered against the names of certain post offices in the *Quarterly List* to indicate that such offices can neither insure articles for despatch nor receive them for delivery.

**Notice boards.**—Notice boards are supplied to post offices for the purpose of affixing thereto postal notices and advertisements.

## O

**Occasional despatches.**—A term applied to occasional despatches of mails over State Railways, and certain other Railways working under State Railway rules, in the custody of Railway employés which are charged for according to the weight carried

**Office hours.**—*See* Open office hours.

**Office of delivery.**—The office which delivers an article to the addressee.

**Office of despatch.**—*See* Despatching office.

**Office of destination.**—The post office to which a bag is invoiced or to which an article is forwarded. The office which ultimately disposes of the bags or delivers the article is the office of final destination.

**Office of final destination.**—*See* Office of destination.

**Office of foreign exchange.**—The frontier, or last Imperial post office through which articles for foreign countries, foreign settlements in India, or Native States pass, and where the accounts resulting from the exchange are kept and adjusted.

**Office of issue.**—The office which issues a money order.

**Office of payment.**—The office which pays a money order.



- Office of posting.**—The office at which an article is posted, whether it be posted in the office letter-box or in an outside letter-box, or entrusted to a village postman attached to the office, or tendered at the window of the post office for despatch.
- On Postal Service**—The superscription required to be written on an article posted on the service of the Post Office Department to entitle it to be conveyed without any charge for postage.
- On H. M. S. Telegraph.**—The superscription required to be written on an article posted on the service of the Telegraph Department to entitle it to be conveyed without any charge for postage.
- Open office hours.**—The hours mentioned in the *Postal Guide* or notified locally, during which a post office is open for references from, and the transaction of business with, the public.
- Outside letter-box.**—A letter-box located in a public thoroughfare or other central position in a town, or in a village within the delivery of the local post office.
- Out-station.**—The station where the set of a travelling R. M. S. section halts or rests before returning to their head-quarters. This is also termed the “rest station.”
- Out-trip.**—The trip made by a R. M. S. set travelling away from its head-quarters or towards its out-station.—*See Trip*
- Overcarried articles.**—Articles which are *erroneously* carried by a R. M. S. section past the railway stations at which they should have been given out.
- Overseer.**—A postal official placed in charge of a mail line, whose duty it is to supervise the establishment and to distribute pay, and who is responsible for the state of the line and the conveyance of the mails at the prescribed rate of speed Overseers may also be required to convey or escort remittances of cash between post offices.

## P

- Packer.**—An employé in a post office whose duty it is to pack the mail, seal bags, and stamp articles.
- Packet bag.**—A bag in which heavy registered and unregistered packets are forwarded when to despatch them in a mail bag would delay the letter mail.
- Packing**—An operation connected with the preparation of mails for despatch, and consisting of tying up letters, newspapers, and

packets in bundles and placing them in mail bags, which are then closed, tied with cord, and sealed.

**Parcel bag.**—A bag in which parcel mail articles are forwarded.

**Parcel clerk.**—The clerk in charge of the parcel department.

**Parcel department.**—The department of a post office which deals with parcel mail articles tendered for transmission by post, or received for delivery or onward transmission.

**Parcel mail.**—A term signifying the conveyance of the heavier classes of articles posted, *i. e.*, parcel mail articles, sometimes by a slower and less direct means of carriage than the letter mail; it is also applied to articles so carried, and to the bags in which they are enclosed.

**Parcel mail article.**—A term which comprises parcels of all kinds and unregistered value-payable articles.

**Partial insurance.**—A remark entered against the names of certain post offices in the *Quarterly List* to indicate that articles despatched from or to such offices can be insured only partially.

**Payee.**—The person named in a money order or British postal order as the person to whom the amount is payable.

**Permanent advance.**—A fixed sum of money advanced to a post office for the purpose of meeting petty contingent charges.

**Permanent records.**—Those records, *i. e.*, books, accounts, files of correspondence, etc., which it is not lawful to destroy before the expiration of three years, or without the special orders of the Postmaster-General.

**Pillar letter-box.**—A term used to designate a large fixed letter-box which is cleared by a letter-box peon, mail peon, or other subordinate attached to a post office.

**Planter's bags.**—A bag in which registered articles of the letter and parcel mail and amounts of money orders, received for delivery or payment to planters and others residing at a distance from the post office, are made over to their messengers. The bag is furnished with a lock, one key being kept by the addressee and the other by the delivery clerk. Unregistered articles may also be delivered in the bag, an account being kept with the addressee of the postage due on the unpaid articles.

**Plural bags.**—When more than one due transit bag or mail bag for the same office is prescribed in the due mail list of despatches, such bags are termed "plural" bags.

**Policy.**—The written document containing the contract in respect of a Life Insurance or an Endowment Assurance.

**Portable letter-box.**—A term used to designate a letter-box which is brought in to the post office by a letter-box peon or other subordinate for clearance, another letter-box being left in its place.

**Post.**—The service or means employed by Government for the transmission of postal articles from one post office to another and their delivery to the addressees.

**Postage.**—The duty chargeable for the transmission by post of postal articles. Postage is said to be "prepaid" when it is paid at the time of posting by the sender in cash or by means of postage stamps affixed to the article, and "unpaid," when it is recoverable in cash from the addressee on delivery.

**Postmark.**—The impression made by a stamp. This term includes the impression by which a postage stamp is defaced.—*See Defacement.*

**Postage stamp.**—A stamp either printed on an adhesive label or post-card or embossed on an envelope, which is used in payment of postal charges and on which the value is expressed.—*See Embossed envelope and Post-card.* Postage stamps used in payment of service postage are termed "Service stamps."

**Postal circle.**—*See Circle.*

**Postal confirmation.**—A document containing particulars of each telegraphic money order despatched, forwarded by first post to the office of payment to enable it to see whether the remittance was correctly advised by telegraph.

**Postal Life Insurance.**—*See Life Insurance and Endowment Assurance.*

**Postal Service.**—A term signifying the business of the Post Office. An article is transmitted by post "on Postal Service," without payment of postage, when it is so superscribed, and the superscription is certified by the signature and designation of an official of the Department or the name stamp or printed name of the despatching office.

**Post-card.**—A piece of stout paper or card, having a postage stamp printed or affixed on it; the address is written on the face and the sender's communication on the reverse. A reply post-card resembles two single post-cards joined together, the "reply" portion being intended for the addressee's answer.

**Poste restante.**—A direction (written on an article by the sender) meaning that the article is to be retained in the office of delivery

till called for or till the arrival of the addressee. The term is also applied to the deposit department of a post office.

**Posting.**—The act of placing any article in a letter-box, or presenting it for despatch at the window of the post office.

**Posting office.**—*See* Office of posting.

**Postman.**—A delivery agent employed in the Post Office Department whose duties do not necessitate his absence from the post office to which he is attached beyond the day on which he proceeds on his beat, and who is able to return each day to the office before it is closed.

**Postmaster.**—The officer in charge of a head office.

**Postmaster-General.**—A term referring to the head of a postal circle, when used generally. The officers at the head of the Bengal, Bombay, Madras, Punjab, and North-Western Provinces circles bear the designation of Postmaster-General, and those at the head of the other minor postal circles bear the designation of Deputy Postmaster-General.

**Post Office.**—An office in which business connected with the receipt and despatch of mails is carried on. Post offices are classed as head offices, sub-offices, and branch offices. The term is also applied to the Department of the Government which is vested with the management and control of this business.

**Post Office Act.**—An Act (VI of 1893) passed by the Governor General in Council to amend the law for the management of the Post Office, for the regulation of the duties of postage, and for the punishment of offences against the Post Office.

**Post Office holidays.**—The Queen's Birthday, Good Friday, Christ-

Appendix No. 19, page 565—

*In line 1 of the definition of the term Post Office holidays for Queen's substitute*

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No. 225.

Endow-

**Prepayment compulsory.**—A term signifying that the postage chargeable on an article must be prepaid.

**Prepayment optional.**—A term signifying that the postage chargeable on an article may be prepaid or unpaid at the option of the sender.

**Presidency office.**—The post office situated at each of the three Presidency towns of Calcutta, Bombay, and Madras.

**Presidency Postmaster.**—The officer in charge of a Presidency office.

**Press packet.**—A packet containing newspapers intended for sale by a news-agent recognised as such and marked for delivery from the R. M. S. mail van at the Railway station to which it is addressed.

**Probationer.**—A candidate for employment in the Post Office Department, appointed by competent authority on probation in order that he may learn postal work, and eligible for a permanent appointment when he has successfully passed the prescribed test. A probationer may be paid or unpaid.

**Proposer.**—A person who applies for a life insurance or endowment assurance policy, or for the purchase of a monthly allowance.

**Public account.**—An account opened in a post office savings bank on behalf of school, dispensary, library or other funds, Benevolent Institutions, etc.

## R

**Railway Mail Service.**—A service to which is assigned the charge of mails conveyed by railway, and the sorting and disposal of their contents. The Railway Mail Service forms a distinct Postal Circle, comprising with few exceptions the establishments working on railway lines and stationary establishments connected with them.

**R. M. S. mail officer.**—*See* Mail office.

**R. M. S. section.**—*See* Section.

**Rate.**—The unit of weight used (1) in the registration department and equal to one-eighth of a tola or the weight of a two-anna bit and (2) in the parcel department, and calculated as follows:—  
1 rate=20 tolas, 2 rates=40 tolas, and every additional rate=40 tolas.

**Receiving office.**—The office which receives an article or bag despatched to it by another office, whether such article or bag be for delivery or to be opened in the office or forwarded onwards to another office.

**Receiving officer.**—The officer who receives an article or bag and signs the document in which it is entered.

**Record clerk.**—The official in charge of a record office.

**Record office.**—A stationary office of the Railway Mail Service where the work papers of the sorters are checked and placed on record.

**Re-directed article.**—An article received in a post office for delivery, but which cannot be delivered owing to the addressee having gone to another post-town, and which is forwarded to the new place of residence.

**Re-direction.**—The alteration of the address on an article received in a post office for delivery, when the addressee has removed to another post town.

**Refund of postage.**—The repayment to the addressee of an amount that has been excess charged as postage and paid by him.

**Refused article.**—An article of which the addressee refuses, or omits to take delivery, when presented to him.

**Registered article.**—An article dealt with in the registration department under the system of registration —*See Registration.*

**Registered bag.**—A bag, made of cloth dyed yellow, in which registered articles are forwarded. A registered bag is always enclosed in a mail bag.

**Registered bundle.**—A bundle of registered articles with the registered lists placed on top. When there are no registered articles for despatch, the registered bundle contains only the registered list.

**Registered envelope.**—An envelope containing registered articles of the letter mail closed by a presidency post office (or any large head office or R. M. S. section or mail office selected by the head of the circle) when, on the average, it sends five or more registered articles daily by the same despatch to any post office with which it is not in direct mail communication.

**Registered newspaper.**—A newspaper registered in the office of the head of a circle and posted for transmission by the inland post, in accordance with the conditions contained in the *Indian Postal Guide*.

**Registered packet bundle.**—A bundle of heavy registered packets, with the registered list placed on top, to be enclosed in a packet bag. When there are no heavy registered packets for despatch inside a packet bag, the registered packet bundle consists only of the registered list.

**Registration.**—A system by which additional security is obtained in the transmission of articles by post, and which consists in registering an article in the books of the offices through which it passes, and in the exchange of receipts for it between the officials who handle the article. The Post Office accepts no responsibility, however, in regard to registered articles unless they are also insured.

**Registration clerk.**—The clerk in charge of the registration department of a post office.

**Registration department.**—The department of a post office which deals with articles of the letter mail tendered for registration or letters tendered for insurance.

**Relieved set.**—The set of a R. M. S. section which makes over charge of the mails to a relieving set on arrival of the train at a changing station.

**Relieving set.**—The set of a R. M. S. section which takes over charge of the mails brought by another set of a R. M. S. section at a changing station.

**Remitter.**—The person on whose application a money order is issued.

**Renewed.**—A money order is said to be "renewed" when it is cashed and a fresh order is issued in renewal of its currency, or when a renewed order is issued in lieu of a void order by the Comptroller.

**Replenishing office.**—A R. M. S. record office that replenishes the stationery boxes issued to sections.

**Rest-houses.**—Houses for the accommodation of R. M. S. sorters at the principal changing station.

**Rest time.**—The period during which the sorters of a R. M. S. section are off duty after a trip.

**Return train.**—By this term is meant any train on which a travelling R. M. S. section is at work, which meets another train, on which a travelling section is also at work, proceeding in the reverse direction. The bags closed by the two sections for one another are termed *return-train bags*; the station at which the bags are given out is termed the *return-train station*, and the articles sent in the return-train mail bags closed by the two sections for one another are termed *return-train articles*.

**Road establishment.**—The establishment employed on a mail line consisting of runners who carry the letter and parcel mails, and overseers who supervise them.

**Route.**—The way by which mails are conveyed, whether it be by road, rail, sea, or river.

**Runner.**—A postal servant whose duty it is to carry mails from one stage to another.

## S

**Savings bank.**—A head office which transacts savings bank business.

**Sub-savings bank.**—A sub or branch office which transacts savings bank business.

**Savings bank clerk.**—The clerk in charge of the savings bank department of a post office.

**Savings bank department.**—The department of a post office which deals with savings bank transactions.

**Schedules.**—Table of schedules showing the rates for foreign sterling money orders and British postal orders is supplied to all head offices, and will also be found in the *Postal Guide*. The schedule to be used for the conversion of the sterling amount into Indian currency is fixed according to the current rate of exchange, and every change of schedule is intimated to all head and sub-offices.

**Sea post office.**—The establishment employed to sort foreign mails on board the P. and O. mail steamers between Aden and Bombay.

**Seal.**—The instrument by which an impression is made in wax applied over the knot of the cord with which a bag is secured, or on an insured envelope, etc., or the impression made thereby.

**Season post office.**—A post office permanently sanctioned but open for only a portion of the year,—that is, during the season when the locality is frequented by visitors.

**Section.**—A travelling office of the Railway Mail Service, which comprises the “sets” working over a certain portion or section of a railway. Sections are of two kinds—sorting sections and transit sections. The former deal with the contents of mail bags addressed to them as well as with closed forward bags, while the latter only deal with closed bags.

**Sender.**—A person who sends an article by post, whether by entrusting it to an official of the post office for despatch or placing it in a letter-box. The term does not include a messenger or other servant or agent of the sender by whom an article is posted.

**Service stamp.**—See Postage stamp.

**Service privileged articles.**—Any articles which are allowed by special order to pass through the Post Office under official frank without being charged with postage. These articles include



official articles transmitted between foreign settlements in India, etc., and under certain conditions, articles conveyed by the district dāk.

**Set.**—A party of R. M. S. sorters working together in the same section or mail office. A set may consist of one or more sorters.

**Sign-board.**—A board intended to be hung over the window of, or entrance to, a department of a post office, and containing a notice painted on it indicating the class of business transacted by such department: *e.g.*, "Savings Bank," "Money Orders," etc. Sign-boards are also supplied to post offices with the words "Post Office," "No admittance," "Stamps sold here," etc., painted on them.

**Sorted bundle.**—Bundles of unregistered articles which are, under the special orders of the superintendent, R. M. S., sorted and tied up in bundles by a relieved set for the relieving set.

**Sorter.**—A term used to designate all employes in the Railway Mail Service other than supervising officers, record clerks, mail guards and menials.

**Sorting.**—The separation of articles according to the offices to which they are intended to be despatched. Articles forwarded to an intermediate office, to be there sorted for the different offices of destination, are termed "sorting articles," and the bags in which they are so forwarded "sorting mail bags," the offices to which they are sent for this purpose being called "sorting offices."

**Sorting articles.**—*See* Sorting.

**Sorting case.**—A case, or press, provided with compartments for the several offices for which mail bags are prepared; the articles to be placed in the mail bags are sorted into these compartments.

**Sorting clerk.**—The clerk in charge of the sorting department of a post office.

**Sorting department.**—The department of a post office which deals with, and disposes of, all articles of the letter mail which are not intended for delivery.

**Sorting mail bag.**—*See* Sorting.

**Sorting mail office.**—*See* Mail office.

**Sorting office.**—A head office which receives articles from offices of posting or other sorting offices, and sorts and sends them onwards closed in station or sorting mail bags.

**Sorting orders.**—Orders of a superintendent, R. M. S., prescribing

alterations in a sorting list. These orders are also termed *A Orders*.

**Sorting section.**—*See Section.*

**Sorting sub-office.**—A sub-office which performs the work of a sorting office.

**Sorting van.**—A railway carriage fitted with all necessary appliances, such as sorting cases, and used for the sorting of mails by Railway Mail Service sorters while in transit by rail. Sorting vans are provided with letter-boxes attached outside, in which letters (but no other articles) may be posted.

**Special bags.**—Bags prepared by the foreign mail sections of the Railway Mail Service, and containing correspondence addressed (without any post-town) to the Government of India, Supreme Government, and high officials of the Government. The term is also applied to all bags (as also loose packets or parcels) despatched from any office, and intended for high officials of the Government or Post Office Department on tour.

**Stage.**—A section of a mail line worked by runners or the terminal point of such section at which a hut is erected for the accommodation of the runners.

**Stamping.**—The process of making postmarks.—*See Postmark.*

**Stamping-pad.**—A pad used for placing under letters, etc., when they are being stamped.

**Station.**—A term applied to the delivery of articles in the *station* or town where a post office is situated. Thus, a "station mail bag" is a bag in which articles are forwarded to a post office *for delivery* (hence called "station articles"), in contradistinction to a sorting mail bag which contains articles intended to be forwarded onwards to their several destinations by the office to which the bag is sent.

**Station article.**—*See Station.*

**Station mail bag.**—*See Station.*

**Stock.**—A term comprising everything which is supplied for the use of a post office on indents or requisitions submitted by a postmaster and passed by the proper countersigning authority. Stock includes both articles of stock and departmental forms.

**Stock dépôt.**—An office in which a stock of articles of furniture commonly used in post offices, bags, stamps, and seals, scales, letter-boxes, etc., etc., as well as books and forms, is kept, and from which they are supplied on indents received from supervising officers and postmasters. A stock dépôt is formed at the head-quarters of every postal circle.

- Sub-Account Clerk.**—The clerk in charge of the sub-account department of a post office.
- Sub-account department.**—The department of a post office which deals with all articles involving accounts with sub-offices, branch offices, and village postmen.
- Sub-division.**—The area comprising the post offices, mail lines, sections and mail offices under the supervision of an officer who is designated an *Assistant Superintendent* or an *Inspector*.
- Subscription.**—A sum of money payable either in a single sum or in monthly instalments for the purchase of a monthly allowance.
- Sub-office.**—A post office subordinate to a head office and in account with it.
- Sub-office of issue.**—The sub-office which issues a money order.
- Sub-office of payment.**—The sub-office which pays a money order.
- Sub-postmaster.**—The official in charge of a sub-office.
- Sub-record clerk.**—The R. M. S. official (head sorter or mail agent), in charge of a sub-record office.
- Sub-record office.**—Every R. M. S. mail office is a sub-record office, and in this capacity it checks and files the work-papers of the sections attached to it, as well as its own work-papers.
- Subsidiary sorter.**—A R. M. S. sorter who works with a sorting section over only a portion of its beat to assist the set where the work is heavy.
- Sunday mail.**—The empty bags which are despatched on Sundays by post offices, which on week days prepare two or more despatches for the same mail line.
- Superintendent.**—The officer who is in administrative charge of and supervises and controls the post offices and mail lines in a postal division. He is immediately subordinate to the Postmaster-General of the Circle.—*See Division.*

## T

- Telegraph bag.**—A bag used to give cover to telegraphic advices and telegraph envelopes when their transmission as registered letters in the ordinary course would cause delay in delivery.
- Telegraphic advice.**—A telegram advising a remittance.
- Telegraphic money order.**—A money order granted by the Post Office for the payment of a sum of money through the agency of the Post Office, the remittance being advised from one post office to another by telegraph.

**Telegraph receiving office.**—A post office which receives telegrams for transmission to a telegraph office, but which is not a combined office.—*See Combined office.*

**Telegraph Service.**—A term signifying the business of the Telegraph Department.—*See On H. M. S. Telegraph.*

**Telegraph station.** A station where there is a Government telegraph office.

**Terminal office.**—The post office situated at either end of a mail line.

**Terminal station.**—The head quarters and the rest station of a R. M. S. section.

**Test letter.**—A letter posted with the object of testing the efficiency or honesty of any Post Office official.

**To receipt.**—To enter at foot of a document (*e. g.*, a registered or parcel list) the number of articles received therewith.

**Too-late.**—A term applied to an article posted too late to be forwarded by the despatch for which it was intended.

**Town branch office.**—A branch office situated in a presidency town or in a town where there is a 1st class head office.

**Town sub-office.**—A sub-office situated in a presidency town or in a town where there is a 1st class head office.

**Transfer articles.**—Articles which are *prescribed* to be sent to a R. M. S. section for transfer to a return-train section.

**Transit.**—A term applied in a general sense to the passage of any article through the post, but specially to the passage of bags through post offices without the bags being opened or the contents handled.

**Transit bag.**—A bag used to enclose several bags sent to the same office or section. It is a due bag and must always contain a mail list.

**Transit mail office.**—*See Mail office.*

**Transit office.**—An office situated on a line of through mail communication, through which bags pass unopened.

**Transit section.**—*See Section*

**Treasurer.**—The clerk in charge of the cash department.

**Trial card.**—A postal service post-card posted with the object of ascertaining the most convenient or expeditious route for the transmission of mails.

**Trip.**—A journey performed by a R. M. S. set travelling on duty from one end of its beat to the other.

**U**

**Unclaimed article.**—An article which cannot be delivered owing to the addressee not being found.

**Undecipherable article.**—An article the address on which cannot be deciphered owing to its being illegible or incomplete, or an article without an address.

**Undeliverable article.**—An article which, for any reason, cannot be delivered to the addressee.

**Unpaid.**—*See Postage.*

**Unpaid delivery.**—The delivery at which unpaid articles of the letter mail are distributed for delivery.

**Unusual mails.**—Any mails which are not due mails (*see Due mail*). They comprise parcel bags, packet bags, and special bags. Telegraph bags are treated as unusual mails.

**V**

**Value-payable.**—A term applied to the system under which the Post Office undertakes to deliver an article and recover from the addressee the amount specified by the sender, and to pay this amount to the sender after deducting commission.

**Value return.**—A monthly return showing the financial results derived from the opening of an experimental post office or the entertainment of an experimental village postman.

**Village postman.**—A delivery agent employed in the Post Office Department whose duties necessitate his absence from the post office to which he is attached beyond the time for closing the office on the day on which he proceeds on his beat.

**Void.**—A term applied to a money order which cannot be paid either to the payee or remitter, and which is then sent with the next list of void orders to the Comptroller's office.

**W**

**Weighment system.**—A system under which bags are conveyed on State Railways and certain other Railways working under State Railway rules, in the custody of Railway employees, which are

charged for according to the weight carried, no reserved accommodation being provided.

**Window delivery.**—The delivery of articles from the window of a post office.—*See Post Office window.*

**Working hours.**—The hours during which a R. M. S. set is engaged in the disposal of mails.

**Work-papers.**—The documents received and to be despatched by the set of a R. M. S. section or mail office, as well as the abstracts and other similar documents filled up while the set is at work.

**Wrongly-posted articles.**—Articles posted in the letter-box of a R. M. S. van or in letter-boxes placed on railway platforms and made over to a sorting section, and which are intended for places in the opposite direction to that in which the section is proceeding; such articles are impressed with a stamp bearing the words "Posted in wrong train."



Index to correction slips, page 577— .

*Paste the following immediately below the rule at the top of the page:—*

*Index to the 1st list of corrections, dated 1st April 1900.*

No. of correc- tion slip.	Rules corrected.	No. of correction slip.	Rules corrected.
1	Appendix No. 17, Article 460(a)	2	Appendix No. 17, Article 510.

I certify that the rules in the *Post Office Manual*, Volume V, 2nd edition, supplied to me have been corrected in accordance with the 1st list of corrections dated the 1st April 1900, received by me on \_\_\_\_\_ 1900.

*Dated* \_\_\_\_\_ *1900.*

\_\_\_\_\_  
*Signature.*



Index to correction slips, page 578—

*Paste the following immediately below the rule at the top of the page:—*

I certify that the rules in the *Post Office Manual*, Volume V, 2nd edition, supplied to me have been corrected in accordance with the 4th list of corrections, dated the 1st October 1900, received by me on \_\_\_\_\_ 1900.

Dated \_\_\_\_\_ 1900.

\_\_\_\_\_  
*Signature*

Index to correction slips, page 579—

*Paste the following immediately below the rule at the top of the page —*

*Index to the 5th list of corrections, dated 1st January 1901.*

No of correction slip.	Rules corrected	No of correction slip	Rules corrected
34	Appendix No 2, rule 3	42	Appendix No. 9, rule X-55 (revised)
35	Ditto " 41	43	Ditto No 16, Table IV.
36	Ditto page 46 .	24	Ditto No 17, Article 386.
37	Ditto " 47 .		Ditto No 2, C S No 21 revised
38	Ditto " 54		



of corrections:—

*Index to the 6th list of corrections, dated 1st April 1901.*

No. of correction slip.	Rules corrected.	No. of correction slip.	Rules corrected.
44	Appendix No. 2, rule 131	64	Appendix No. 17, Article 491
45	Ditto No. 6, rule 14	65	Ditto " " 504
46	Ditto " " 18	66	Ditto " " 1096
47	Ditto No. 9, "X-65	67	Ditto " " 1167
48	Ditto " 11, " 7	68	Ditto " " 1170
49	Ditto " " 8	69	Ditto " 18, Classified Index, page 457
50	Ditto " " 11		
51	Ditto " " 11	70	Ditto " 18, S. O. No. 22
52	Ditto " " 12	71	Ditto " " S. O. No. 40
53	Ditto " " 14	72	Ditto " " " " 76
54	Ditto No. 14, " 17	73	Ditto " " " " 88
55	Ditto " 17, Article 223	74	Ditto " " " " 102
56	Ditto " " 225	75	Ditto " " " " 116
57	Ditto " " 278	76	Ditto " " para. 119A (new)
58	Ditto " " 291	77	Ditto " " Alphabetical Index, page 541
59	Ditto " " 368	78	Ditto " " Alphabetical Index, page 546
60	Ditto " " 370	79	Ditto " 19, Glossary, page 551
61	Ditto " " 372	80	Ditto " " " " 557
62	Ditto " " 386	81	Ditto " " " " 567
63	Ditto " " 445A		

I certify that the rules in the *Post Office Manual*, Volume V, 2nd edition, supplied to me have been corrected in accordance with the 6th list of corrections, dated the 1st April 1901, received by me on \_\_\_\_\_ 1901.

Dated \_\_\_\_\_ 1901.

(Signature.)

*— A correction slips, page 580—  
the page :—*

*Index to the 7th list of corrections, dated 1st July 1901.*

No. of correction slip.	Rules corrected.	No. of correction slip.	Rules corrected.
82	Appendix No. 2, items 18 <sup>19</sup> and 20.	122	Appendix No. 17, Article 372
83	Ditto rule 1, page 33.	123	Ditto " " 378
84	Ditto " 1, page 34.	124	Ditto " " 890
85	Ditto " 2.	125	Ditto " " 891
86	Ditto " 3.	126	Ditto No 18, Classified Index, page 454.
87	Ditto " 6.	127	Appendix No. 18, Classified Index, page 455.
88	Ditto " 8.	128	Ditto No. 18, Classified Index, page 457.
89	Ditto " 14, 15, 16 and 17.	129	Ditto No. 18, S. O. No 118, page, 530 (e).
90	Ditto " 20 A (new).	130	Ditto No. 18, S. O. No. 118, page, 530 (f).
91	Ditto " 21.	131	Ditto No. 18, S. O. No, 118, page 530 (i).
92	Ditto " 22.	132	Ditto No. 18, S. O. No. 118, page 530 (j).
93	Ditto " 28.	133	Ditto No. 18, S. Os. Nos. 122, 123 and 124 added.
94	Ditto " 29.	134	Ditto No. 18, Alphabeti- cal Index, page 522
95	Ditto " 35.		
96	Ditto " 41.		
97	Ditto " 46.		
98	Ditto " 51.		
99	Ditto " 112.		
100	Ditto " 112 A (new).		
101	Ditto " 113 (cancelled).		
102	Ditto " 127.		
103	Ditto " 128.		
104	Ditto " 133, cl. (1).		
105	Ditto " 133, cl. (2).		
106	Ditto " 143.		
107	Ditto, Serial No. 9, rule 1.		
108	Ditto, " Nos. 18, 19 and 20 (added).		

# INDEX TO CORRECTIONS.

581

Index to correction slips, page 581—

*Paste the following immediately below the rule at the top of the page:—*

*Index to the 8th list of corrections, dated 1st October 1901.*

No. of correction slip.	Rules corrected.	No. of correction slip.	Rule corrected.
141	Appendix No. 11, table of contents.	153	Appendix No. 18, S. O. No 92 cancelled.
142	Do rule 3.	154	Do. No. 18, S Os. Nos 125 and 126, added.
143	Do. „ 11 (revised)	155	Do. No. 18, Alphabetical Index, page 531.
144	Do „ 19.	156	Do. No. 18, Alphabetical Index, page 540.
145	Do page 215.	157	Do. No. 18, Alphabetical Index, page 543.
146	Do. „ 227.	158	Do. No. 18, Alphabetical Index, page 545.
147	Do. „ 231.	159	Do. No. 18, Alphabetical Index, page 546.
148	Do. No. 17, Article 297.	160	Do. No. 18, Alphabetical Index, page 547.
149	Do. No. 17, Article 377.		
150	Do. No. 18, Classified Index, page 453.		
151	Do. No. 18, Classified Index, page 454.		
152	Do. No. 18, S. O. No. 81 cancelled.		

I certify that the rules in the *Post Office Manual*, Volume V, 2nd edition, supplied to me have been corrected in accordance with the 8th list of corrections, dated the 1st October 1901, received by me on 1901.

Index to correction slips, page 581—

*Paste the following immediately below the index to the 8th list of corrections:—*

*Index to the 9th list of corrections, dated 1st January 1902.*



# INDEX TO CORRECTIONS.

581

Index to correction slips, page 581—

Paste the following immediately below the rule at the top of the page:—

No. of correction slip.	Rules corrected.	No. of correction slip.	Rules corrected.
161	Appendix No. 2, page 31 (items 21 and 22 added).	165	Appendix No. 18, Classified Index, page 455.
162	Ditto rule 61 . . .	166	Ditto S. O. No. 118, page 530 (f)
163	Ditto Nos. 21 and 22 added .	167	Ditto ditto 118, page 530 (l)
164	Ditto No. 17, Article 372	168	Ditto ditto S. O. No. 127, added.
		169	Ditto Alphabetical Index, page 534.

I certify that the rules in the *Post Office Manual*, Volume V, 2nd edition, supplied to me have been corrected in accordance with the 9th list of corrections, dated the 1st January 1902, received by me on \_\_\_\_\_ 1902.

Index to correction slips, page 581—

Paste the following immediately below the index to the 9th list of corrections:—

Index to the 10th list of corrections, dated 22nd January 1902.

No. of correction slip.	Rules corrected.
170	Appendix No. 16, Table II, page 358.
171	Appendix No. 16, Table III, page 359.

I certify that the rules in the *Post Office Manual*, Volume V, 2nd edition, supplied to me have been corrected in accordance with the 10th list of corrections, dated the 22nd January 1902, received by me on \_\_\_\_\_ 1902.

Dated \_\_\_\_\_ 1902.

(Signature.)





